



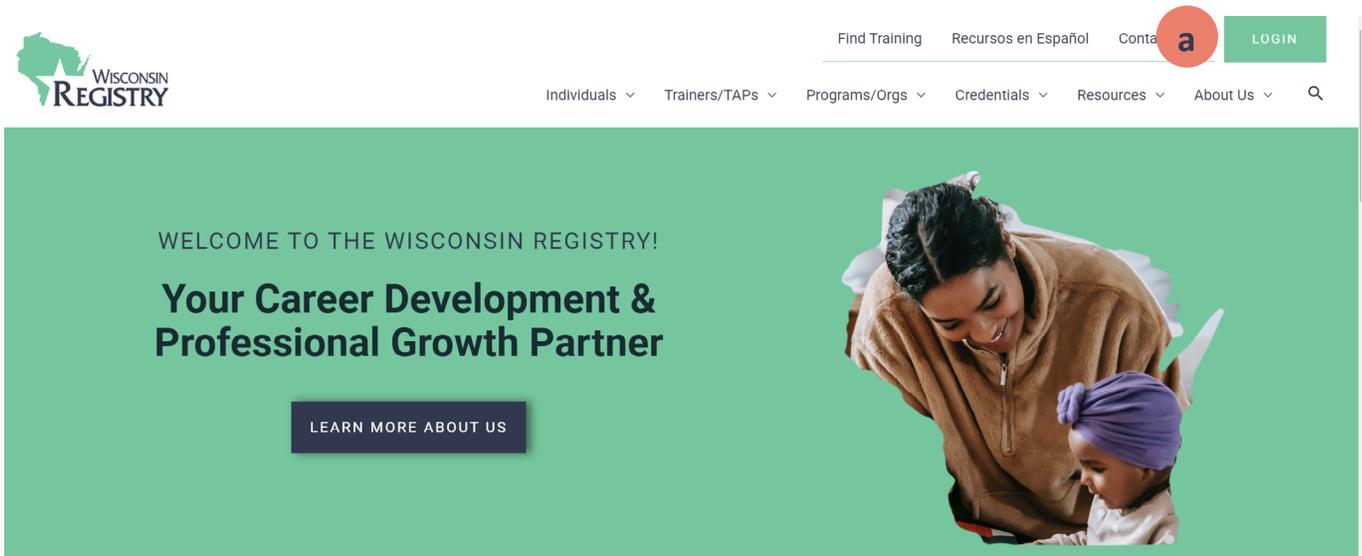
# Statewide Training Initiative Event Entry for Approved Trainers

The following guide is for Trainers to enter events for Statewide Training Initiative Courses, such as Wisconsin Model Early Learning Standards, Pyramid Model and T-TAP Courses into the Wisconsin Registry system. By submitting training data in a timely and accurate manner, the Trainer ensures participants are recognized in the Wisconsin Registry for data collection.

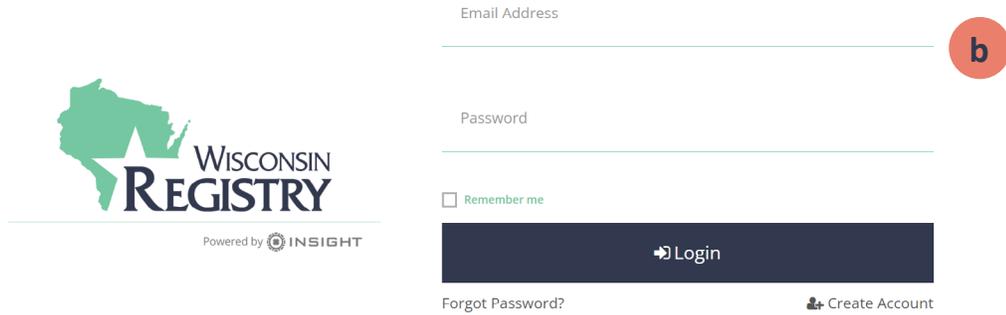
This guide assumes that users have completed the Wisconsin Model Early Learning Standards, Pyramid Model or T-TAP Course Trainer approval process which includes achieving a Tier 3 or Specialist 2 Trainer approval with the Wisconsin Registry. Trainers must also have received approval from the organization overseeing the approved Trainers and courses for the specific course the Trainer wants to create an event.

## 1 Sign in to your Personal Profile

Training can be submitted through an individual Trainer Profile or a Training Sponsor Organization Program Profile. It is recommended that Child Care Resource and Referral training agencies submit the training event through their Training Sponsor Program Profile for reporting purposes.



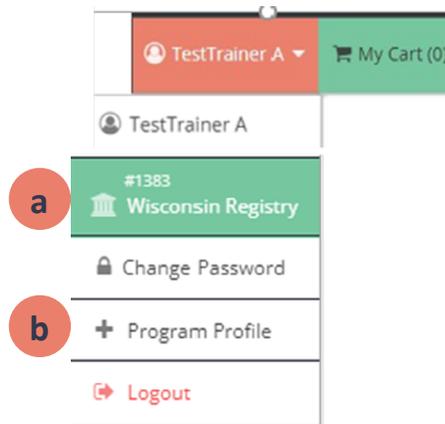
- a. Go to [www.wiregistry.org](http://www.wiregistry.org) and click **LOGIN**.



- b. Type your email address and password for your personal profile and click **Login**. When you first log in, you are taken to your Personal profile.

## 2 Accessing the Program Profile

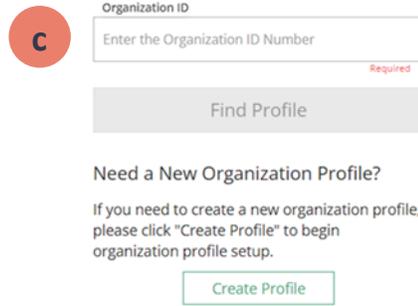
Statewide Training Initiative trainings, such as Pyramid Model, WI Model Early Learning Standards or T-TAP Courses should be submitted through a Program Profile that is approved as a Training Sponsoring Organization.



- a. From the drop-down menu select the Name of the Program Profile.
- b. If you do not see the Program Profile you are looking for, you can request access to the Program Profile by clicking on + Program Profile.

## Organization Profile Lookup

Please enter the organization ID to request access to the organization profile. This is not a license number.

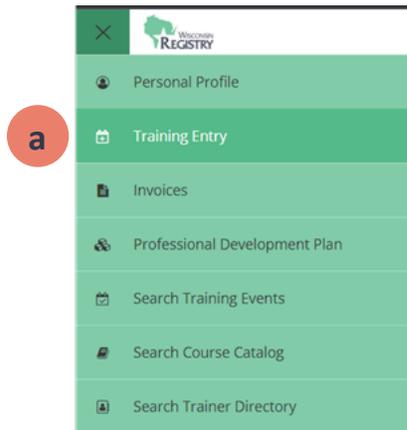


The form contains a text input field labeled "Organization ID" with the placeholder text "Enter the Organization ID Number" and a "Required" label. Below the input field is a "Find Profile" button. Underneath the button, there is a section titled "Need a New Organization Profile?" with a paragraph of text: "If you need to create a new organization profile, please click 'Create Profile' to begin organization profile setup." Below this text is a "Create Profile" button.

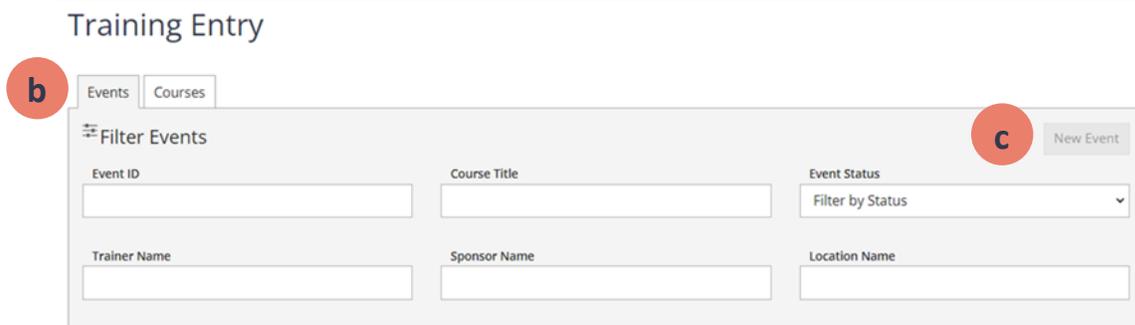
- c. Be sure you have the Program Profile Organization ID# to request access. Once the request is submitted, the Program Profile owner or administrator will have to approve your request before you will have access to the Program Profile in the Wisconsin Registry system.

### 3 Open Training Entry to Submit a Training Event

Authorized Trainers for Statewide Training Initiative courses, such as for Wisconsin Early Learning Standards, Wisconsin Pyramid Model or T-TAP courses are required to report training data by submitting training events in the Wisconsin Registry system. These courses are already created and approved in the Wisconsin Registry system. You do not need to submit a new course, simply schedule the training event for the date of your training.



- a. Hover over the Left Navigation bar and select **Training Entry**.



The screenshot shows the "Training Entry" page with two tabs: "Events" (selected, highlighted with a red circle 'b') and "Courses". Below the tabs is a "Filter Events" section with six input fields: Event ID, Course Title, Event Status (a dropdown menu with "Filter by Status" selected), Trainer Name, Sponsor Name, and Location Name. A "New Event" button is located in the top right corner, highlighted with a red circle 'c'.

- b. Click on the Events tab.
- c. Click the New Event button.

## 4 Select the Course

Select a Course

Filter Courses

Course Title  
Search Course Title

Course ID  
Search Course ID

Qualification  
Search Qualification

Qualification Type  
Pyramid Model

Content Areas  
Filter by Content Area(s)

Search Reset

a

- a. Choose the qualification type filter to search your course. Example, select Pyramid Model to see the courses you are approved to schedule a Pyramid Model training event.

#285932  
**Wisconsin Pyramid Model 8 Part Series**  
Hours 24.00 / Course Level Tier 3  
Course Type General Continuing Education / Course Category Early Childhood  
Owner Statewide Training Initiatives / Scheduled Events 4

b

Applies Toward  
✔ Pyramid Model 8 Part Series

- b. Courses that meet the criteria of your search will be listed alphabetically by title. When you find the course you want to schedule, click **Select**.

## 5 Navigating the Event Wizard

The screenshot shows the 'Event Wizard' interface. On the left, there are three course selection cards: 'aining course', 'entainers', and 'entails'. The main area displays the 'Course Selection' details for 'Wisconsin Pyramid Model 8 Part Series'. It includes fields for 'Course Owner' (Statewide Training Initiatives), 'Description', 'Applies Toward' (checked for 'Pyramid Model 8 Part Series'), and 'Content Areas'. At the bottom, there are three buttons: 'Select a Course' (labeled 'c'), 'Save as Draft' (labeled 'b'), and 'Continue >' (labeled 'a').

- There are a few way you can navigate through the event wizard. It is recommended that you click **Continue** to ensure information is not missed.
- To leave and return later to complete the event entry, click **Save As Draft**.
- In the event you may have selected the wrong course, you can pick a different course by clicking **Select A Course**.

## 6 Trainer Entry

The screenshot shows the 'Trainer Entry' and 'Select Trainer' interfaces. The 'Trainer Entry' section has a '+Trainer' button (labeled 'a'), a 'Training Language' dropdown menu (labeled 'c'), and a 'Trainer Req' warning box. The 'Select Trainer' section has a 'Filter Trainers' checkbox, 'Use Non-Approved Trainers?' checkbox, search fields for 'Trainer ID' and 'Trainer Name' (labeled 'b'), and 'Search' and 'Reset' buttons.

- To search for a Wisconsin Registry Approved Trainer click the **+Trainer** button.
- Search by Trainer Registry ID number or by name.
- Select the Language the training is offered in from the dropdown menu.

## 7 Training Sponsor Organization

Administrative Training Sponsor Organization

**a**

- a. If the training is sponsored by a Training Sponsor Organization different then the program profile the training is being submitted through, click **Select Training Sponsor** to add the Training Sponsor Organization (TSO) to the event using the TSO's Program Profile ID#. This is not a required field.

## 8 Event Details

Event Details

**a** Show this event in public search results  
 No  Yes  
Select Yes if you would like this event to show up in public event searches.

**b** Location

Begin typing the address or location name to search your saved locations

Search Saved Locations

- a. Future events are listed on the Statewide Training Calendar. Early care and education professionals and organizations are being directed to the Statewide Training Calendar to locate training events. If you do not wish to have your training event listed on the calendar, for instance if your training participants are limited to a specific group of individuals, select NO.
- b. Select the location format of the training from the drop-down menu. If it is in-person, select Classroom.\*
- c. For in-person training, you can search from your locations previously saved or enter a new location by clicking the +LOCATION button.

\* Please Note: The E-Modules course with Reflective Coaching is the only Wisconsin Pyramid Model course that will be approved if Web-based is selected as the location format.

## 9 Event Date and Time

Event Date & Time

Self-Paced  
 No  Yes  
Select Yes only if this event has unique start and end dates for individual participants.

Multiple Sessions  
 No  Yes

Start Date  End Date   
Required to submit Required to submit

Start Time  End Time   
Required to submit Required to submit

Addl. Date/Time Info  
Enter Addl. Date/Time Info  
Maximum of 500 characters

- Most Statewide Training Initiative courses require attendees to follow a scheduled timeline by the Trainer/Reflective Coach, select No for self-paced.
- Many Statewide Training Initiative courses occur over more than one day.\* In this case, select Yes to create a multiple session training event. Attendees must attend all sessions to receive credit. If an attendee misses a session, they will need to work out a time with the Trainer/Coach to make up the missed content.

\* Please Note: Providing the same training to different attendees, such as giving the same training at a conference more than once to different audiences is not a multiple session event. Instead, each training needs to be scheduled as separate events.

## 10 Event Registration

Event Registration

Registration Required  
 Yes  No

Registration Deadline

Registration Web Address

Registration Fee  
 Yes  No

Fee (US\$)

< Previous Save as Draft Save & Review

- Select Yes to enter registration and list the registration deadline and web address.
- Select Yes if a registration fee is required and list a whole dollar amount.
- Click **Save & Review** to review your event before submission.\*

\* Please Note: Your event has not been submitted to the Wisconsin Registry for review at this stage.

## 11 Submit the Event

Event Details a

Location

#863427  
Wisconsin Pyramid Model 8 Part Series

10/21/2021 b

Instructor Led Training  
Classroom Hours 24.00 / Course Level Tier 3

Event Not Submitted  
Submit event to be reviewed for approval.

### c Status Draft

- a. Review the Event Details. If you need to make any edits to a specific section, click **Manage** next to the section you wish to edit.
- b. When your event entry is complete, click **Submit Event**.
- c. Upon submission, the event status will change to Pending. Events are reviewed within 5 business days. During the review process, the Wisconsin Registry will verify all trainers listed meet Trainer requirements and are also Authorized to provide this Statewide Training Initiative training event.

*Please Note: You will receive an email when the event has been reviewed. Note, the event may require additional revisions before it can be approved. You will be notified by email if revisions are required. Remember to resubmit the event for approval after any corrections are made in the Wisconsin Registry system.*

# Training Attendance

After a training event has concluded, the Trainer or Training Sponsor Organization must enter the attendance roster within 45 days of the last day of the training event. Entering an attendance roster is required for a Tier training event. By entering an attendance roster, attendees receive instant credit on their Registry profile for completing the training and records your training data.

## Registry App

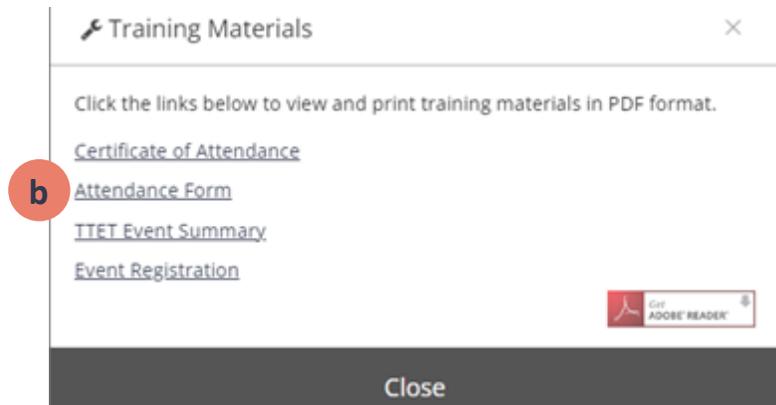
The Wisconsin Registry has a mobile app to make entering attendance at the training event easier. Trainers can download the app for free in both the Google Play Store or Apple Store, to verify attendance. Attendees can download the app for free to display their Registry eID Card which includes their QR code and Registry ID number. View the [Registry Mobile App guide](#) for full directions.

### 1 Collect Attendance Information

For participants to be entered onto the Event Attendance Roster, attendee identifying information must be collected. This includes the attendees name, type of program they work for, and either Registry ID number OR Birthday and last 5 digits of social security number. Every event includes an Attendance Form that can be used to collect the attendee information needed to enter the attendance roster in the Registry system.



- a. Under Event Details, click **Training Materials**.



- b. Select **Attendance Form\*** to open the PDF document.

\* Please Note: This form is intended for the Trainer or TSO to collect attendee information. This form should NOT be sent into the Wisconsin Registry.

## 2 Attendance Verification

- Click **Manage** in the roster section.
- To add a new attendee, click the **+Attendee** button.
- Use one of the 3 search filters under Method 1 to search for the attendee. Using the name only search may result in more than one result. Carefully review before selecting the correct attendee.

Please Note: If an error is made when entering attendance, attendees can only be removed by the Wisconsin Registry. Email the Wisconsin Registry at [support@wiregistry.org](mailto:support@wiregistry.org) to make any necessary corrections. A record of the removed attendees is visible to the Trainer or Training Sponsor.

## 3 Complete the Event

- Once the roster is finalized, the Trainer or Training Sponsor can mark the event complete.

Please Note: After 45 days, the Wisconsin Registry system will automatically mark the event as complete if at least one attendee is listed. The event will be cancelled if no attendees are listed for a Tier training event.