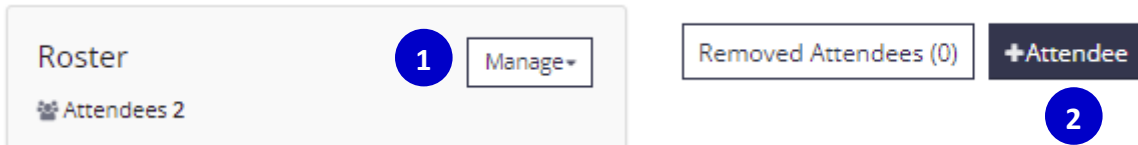
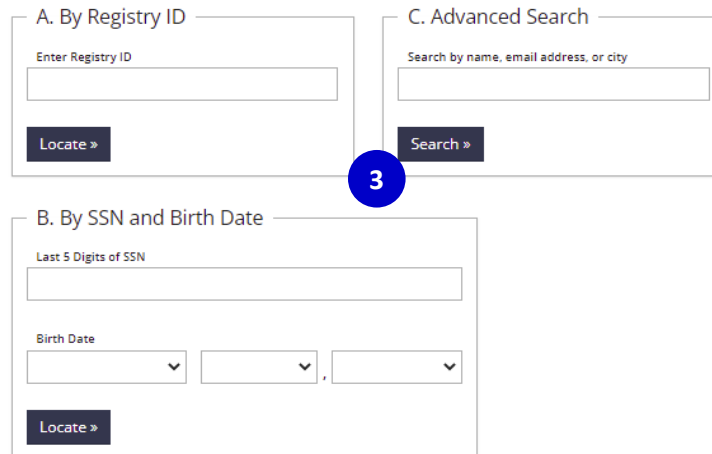


After a Technical Assistance (TA) Event has been submitted in the Wisconsin Registry Professional Development Approval System (PDASystem), the Technical Assistance Professional enters the attendance roster. By entering an attendance roster, attendees receive instant continuing education credit on their Registry profile for completing the TA Event.

Attendance Roster



METHOD 1: Locate Registry Account



1. Select **MANAGE** in the roster section.
2. To add a new attendee, select **+ ATTENDEE**.
3. 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. *Note, if an error is made when entering attendance, attendees can only be removed by a Registry Professional Development Specialist. A record of the removed attendees is visible to the Technical Assistance Professional.*

Registry Account Found

Please verify that this is the correct person before adding them to the roster.
 NOTE: You cannot edit contact information for an existing registry account.

Registry ID	149835
Name	Testy McTester
Address	123 test street New York, NY 10001 New York County
Home/Mobile Phone	(414) 555-5555
Work Phone	--
Email Address	Dennistaousistest+TestyWI@gmail.com

Select Type*

4

- Group Child Care
- Family Child Care
- School-Age Staff
- Head Start\Early Head Start
- Home Visitor
- Public School K-12
- Public School 4K
- Public School 5K
- Public School Administrator
- Tribal Community
- Birth To Three
- Special Education
- Parent/Guardian
- Agency Staff
- Student
- Other

5

Complete Registration

- Once a Registry Account is found, select the attendee **TYPE** that the attendee works for or is representing at this training (Group Child Care, Public School, Parent, School-Age Staff, Family Child Care, Student, Agency Staff, etc)
- Select **COMPLETE REGISTRATION**.

The TA Event is then listed as verified on the attendees' Training Page.

Event ID	Title	Completed	Credit	CEU	Type	Hours	Level	Verified	Verified Date
350	<u>TEST</u>	04/17/2023			Mentoring	4.00	TA	VERIFIED	04/18/2023