# TA Professional Event Entry

Technical Assistance (TA) Events submitted through the Registry Professional Development Approval System (PDASystem) are accepted by the Wisconsin Department of Children and Families toward continuing education hours for child care and education professionals. A TA Event can be submitted at the start of the Technical Assistance or upon completion.

If you have not yet added the Technical Assistance Professional endorsement to your Registry profile, see the [How to become a TA Professional Guide](#).

For more information on having your Program Profile approved to offer consulting events, contact the Wisconsin Registry at support@wiregistry.org


Step 1: Choose Account
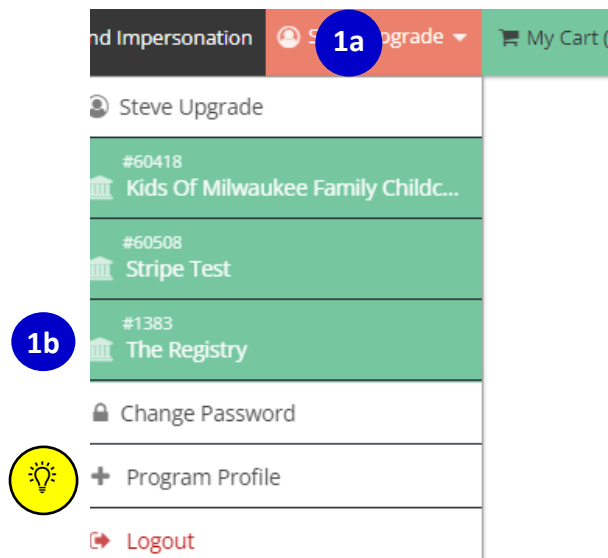
1. TA Events may be submitted one of two ways. The sign in takes you first to your Personal Profile account.
   a. If you would like to submit the Technical Assistance Event under your personal account move to step 2.
   b. If you would like to submit the Technical Assistance Event under an organization, you will need to move to the organization account. Using the salmon drop-down menu located in the upper right corner of the screen, click on the organization name to access the organizational profile.

   NOTE: *If you have not yet linked to your program profile, view the section on **Managing Program Profile Access** in the [Creating a Program Profile](#) .*

Step 2: Open Consulting Event Entry
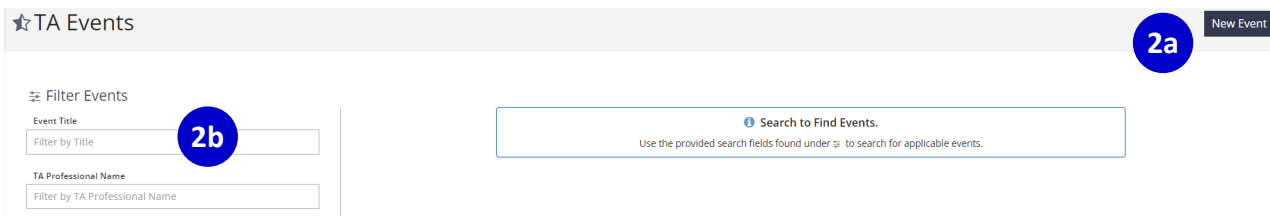
1. Hover over the left navigation menu and select **TECHNICAL ASSISTANCE EVENT ENTRY**.
2. There are two ways to create a TA Event.
    a. Select **NEW EVENT**
    b. Search from past approved TA Events to choose an event to duplicate.
        i. Select **Event** (with the gear symbol)
        ii. select **DUPLICATE**
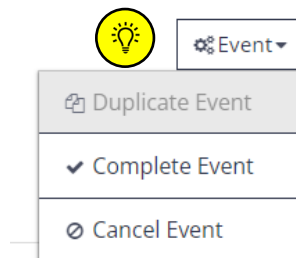
NOTE: For a duplicated event, the event date will be blank. You will need to manage the event to update the EVENT DATE. If the event is for a different organization, you will also need to update the RECIPIENT ORGANIZATION.

Step 3: Select TA Professional

If you are entering the TA Event under your individual approved TA Professional Personal Profile account, you will be auto selected as the TA Professional for the event.

If the TA Event is entered under an approved Consulting Sponsor Organization account, a TA Professional will need to be added to the event.

1. Click **+TA PROFESSIONAL** to add a TA Professional to the event.
2. Search by TA Professional Registry ID number or by name.
3. You can have more than one TA Professional listed. The first TA Professional listed is the primary TA Professional for the event.
4. Click **CONTINUE**.

Step 4: Select Recipient Organization

1. Search for the organization receiving the TA Professional event. Search by Organization ID, License number or name.
2. Click **SELECT** on the far right to select the correct organization.
3. Click to **CONTINUE.**

NOTE: There is the option to add more than one organization if the TA Event is offered at the same time to multiple organizations. An example would be an organization that has multiple sites and are bringing everyone together for the single event.

Step 5: TA Event Details Entry

Event Details Entry

Event Type

| Select Type | ① | ⌄ |

Required

Event Title

| ② |

Select a Type

Start Date   **End Date**   **Duration**

| Start Date | End Date | ③ | 000 h : 00 mins | ④ | ∧ | ∨ |

Required   Required   Required

Start Time   **End Time**

| No Start Time | ⌄ | No End Time | ⌄ |

Topics

| -- Select Topic -- | ⑤ | ⌄ |

Select a Type

1. Select an **EVENT TYPE** from the drop-down window. Options include Mentoring, Consulting, Technical Advising, Coaching, or Pyramid Model Coaching.
2. Enter a title of your choosing. Choose a title that is concise and reflects the topic of the TA event. The title of the TA event will appear on a participant's Training page and Learning Record.
3. Enter **START DATE** and **END DATE**. The TA Event Start date can be submitted on or after the first day of the event.
4. Enter the **DURATION** of the TA Event in increments of 15 mins. *Start and End Times are optional.*
5. Select a **TOPIC** from the drop-down window that best relates to the TA Event. Options include Administration Practices, Child Observations, Coaching and Mentoring, Ethics, Family Engagement, Health and Wellness, Inclusive Practices, Language, Learning Environments, Learning Interactions, Organization Culture, Professionalism, Protective Factors, Reflective Practices, Social and Emotional Interactions, Social and Emotional Practices, Standards, and Teaching Practices.

Contact Info (?)

This contact information will be visible to organizations and can be edited per event.

Contact Name
Steve Upgrade

Email Address
TestNewWorld+UpgradeS@gmail.com

Address
210 Spring St

City
Milwaukee

State
WI

Zip
53221

Phone
(414) 755-4587

Fax
e.g. (201) 555-0123

Website

[‹ Previous]   [Save & Review]

Note: The Contact Info is prepopulated with the Primary TA Professional's contact info. The contact information can be edited per event.

Content Areas (?)

Content Area hours are required and must add up to the total hours entered for the event duration.

1. Child Development

6   **Hours** 1

2. Family Systems and Dynamics

Hours

Total: **1.00**

Remaining: **0.00**

[‹ Previous]   **7** [Save & Review]

6. Enter the number of hours per content area in increments of 15 minutes. The hours can be in one content area or divided between more than one content area. The total content hours must equal the total hours entered for the event duration.
7. Click **SAVE & REVIEW.** Your event is still in Draft form at this point.

Additional Event Information
TA Professional Notes

[Manage]

Event Documentation
Supporting documentation for this consulting event.

ⓘ No documents have been added.

NOTE: An optional feature is to upload supporting documentation and/or resources for the TA Event

#342
2

Status **Draft** 🔆

📅Updated 01/11/2022 / 👤by Steve Upgrade

🕙Created 01/11/2022 / 👤by Steve Upgrade

8 [Submit Event] [⚙Event ▾]

8. Click **SUBMIT EVENT** once you have reviewed the event details for accuracy.

🔆 *Note: Once the event is submitted you will be able to see the status change here.*

Step 6: Attendance Verification

Event Roster   **1** [Manage]   **2** [＋Attendee]

👥Attendees 0

METHOD 1: Locate Registry Account **3**

A. By Registry ID
Enter Registry ID
[   ]
[Locate »]

C. Advanced Search
Search by name, email address, or city
[   ]
[Search »]

B. By SSN and Birth Date
Last 5 Digits of SSN
[   ]

Birth Date
[▾] [▾] , [▾]
[Locate »]

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 a participant does not have a Registry ID number you can add them by name however the participant will not receive credit as the event is not attached to a personal profile.*

Event ID	Title	Completed	Credit	CEU	Type	Hours	Level		TTET
342	Test	01-10-22			Mentoring	1.00	TA	VERIFIED	🔆

🔆 *NOTE: Once the Attendees are added to the roster, the attendees will see the TA Event listed on their Training page as verified hours.*
If an error is made when entering attendance, attendees can only be removed by a Registry Professional Development Specialist. Contact the Wisconsin Registry to make the correction at support@wiregistry.org *. A record of the removed attendees is visible to the TA Professional or Consulting Sponsor Organization.*