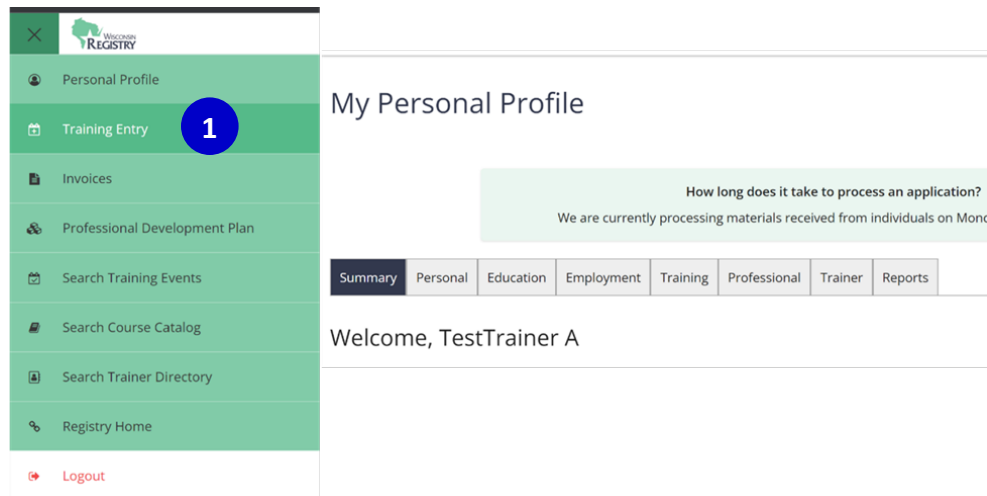# Training Entry Part 2: How to Submit an Event

*Once the course is approved, you can schedule the Event. The Event lists the specific date, time and location for the single training event offered. Each time you offer the training, you would schedule an event. Although the scheduling of training events can be last minute, scheduling training events in Wisconsin Registry must be completed in a timely manner. Best practice is to schedule training events in Wisconsin Registry BEFORE the training event. However, Wisconsin Registry recognizes there are some circumstances that occur which can make it challenging to meet this event scheduling deadline. To better align policy and procedure with best practice, past event approval will be limited to no more than **30 calendar days** passed the event date.*
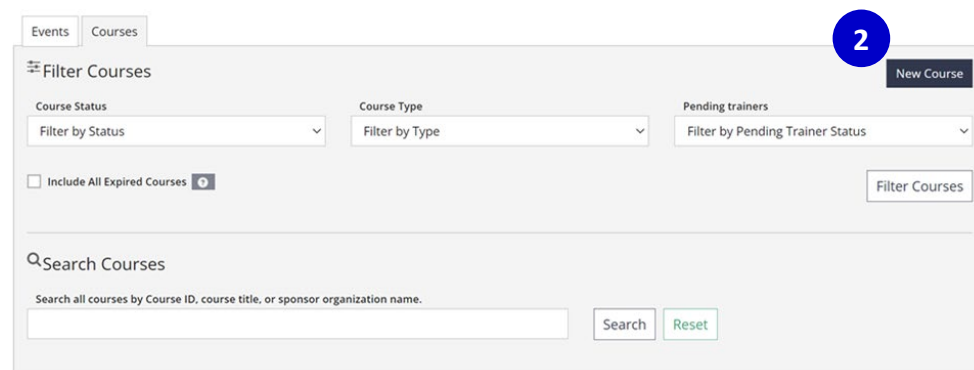
1. Open Event Wizard

1. Hover over the Left Navigation bar and select **TRAINING ENTRY**.
2. Under the EVENTS Tab, Select **NEW EVENT**

2. Select Course

All the courses in your catalog are listed. The Courses are sorted by title. Use the Filter to find the course you are looking to schedule.

1. Choose one of the filters to search your course. The course must be approved and not expired.

   Note: *If you are scheduling an event for a Youngstar training you can search by the qualification type.*

2. Courses that meet the criteria of your search will be listed alphabetically by title. When you find the course you wish to schedule, click the **SELECT** button

3. Navigate Event Wizard

1. There are a few options to navigate through the event wizard. It is recommended that you select **CONTINUE** to ensure information is not missed.
2. To leave and return later to complete the event entry, select **SAVE AS DRAFT.**

NOTE: In the case where you may have selected the wrong course, you can pick a different course by selecting SELECT A COURSE.

4. Trainer

1. If you created an authorized individual Trainer list, the Trainers will be listed for you to select from. Otherwise search for current Registry Approved Trainers. Select +**TRAINER** and search by Trainer Registry ID number or by name. Registry approved Trainer level must be equal to or greater than the training type. Example: Tier 2 Trainer cannot be selected for a Tier 3 training. You can have more than one Trainer listed. The first Trainer is the main Trainer.
2. Select the Language the training is offered in.

NOTE: A training sponsored organization may sponsor a non-approved Trainer outside of the early care and education community who has an area of expertise that benefits the field.

5. Training Sponsor Organization

1. If the training is sponsored by a Training Organization, click **SELECT TRAINING SPONSOR** to select the Training Sponsored Organization's Registry account. This is not a required field.

6. Event Details

1. Future events are listed on the Statewide Training Calendar. If you do not wish to have your training event listed on the calendar, select **NO.**
2. Select the location format of the training. If it is in person, select Classroom. You can search from your locations previously saved or enter a new location by selection **+LOCATION.** If It is an online training, select Web based and provide the URL address.

6. Event Date & Time

1. Select **YES** for *self-paced* when each individual participant completes the training at a different date. Enter a Start and End Date for the event. Self-paced Registered Training Events can be open for 1 year. Self-paced Tier Training Events can be open for up to 3 years.
2. In cases where the Training Event occurs over the course of more than one day and attendees must attend all sessions to receive credit, select **YES** create a *multiple session* training event. For example, a single training is 16 hours. Attendees complete the training in two days for a total of 8 hours each day and attendees must attend both days to receive credit for completion of the 16-hour training. ***NOTE:*** *Providing the same training to different attendees, for example giving the same training at a conference more than one time, to different audiences. This is not a multiple session event. Instead each training needs to be scheduled as separate events.*

7. Event Registration

1. Select **YES** to enter registration and list the registration deadline and web address.
2. Select **YES** if a Registration fee is required and list whole dollar amount.
3. *Select **SAVE & REVIEW** to review your event before submission. **NOTE:** your event has not been submitted to the Registry for review at this stage.*

8. Submit Event

#818851
Using Technology to Get the Most Out of Your Registry Membership

📅 11/11/2021

Instructor Led Training
Classroom Hours 1.00 / Course Level Tier 1

View Course Details

2 Submit Event | ⚙ Event▾

3

Status Draft

🕙 Created 11/10/2021 / 👤 by Trainer A

☑ This event will show in public search results.

Show this event in public search results

● Yes ○ No

ⓘ Select Yes if you would like this event to show up in public event searches.

Event Details

1 Manage

Location

📍 Crowne Plaza Hotel - Madison

Address 4402 East Washington Avenue / City Madison / State WI / Zip Code 53704

County Dane / Country US / Capacity 40

1. After reviewing the event, if you need to make any edits, select **MANAGE** next to the section you wish to edit.
2. When your event entry is complete, select **SUBMIT EVENT.**
3. Upon submission, the event status will change to *Pending*. Events are reviewed within 5 business days. You will receive an email when the event has been reviewed. The event may require additional revisions before it can be approved.