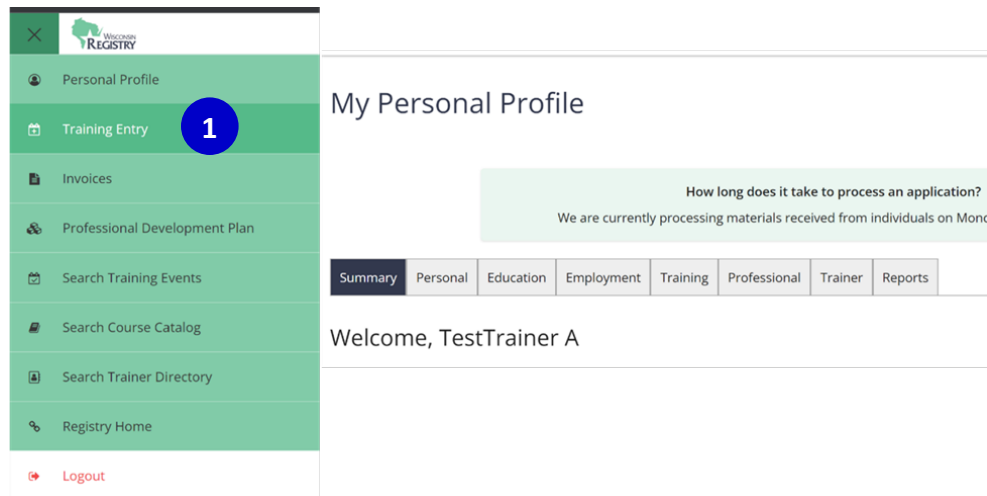


Training Entry Part 2: How to Submit an Event

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



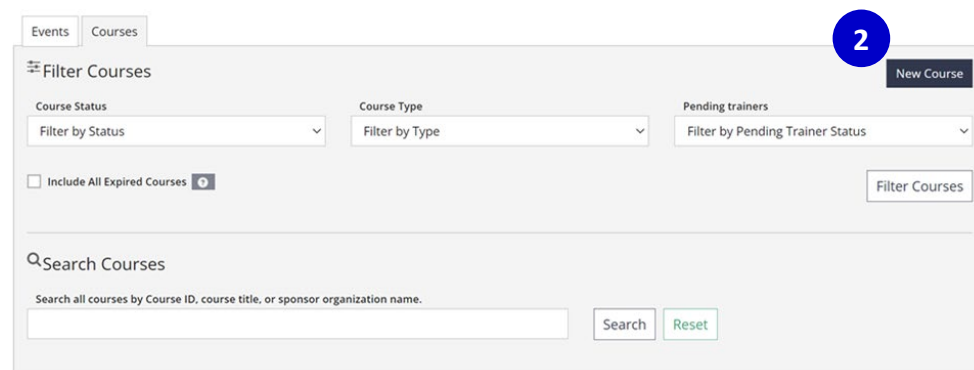
My Personal Profile

How long does it take to process an application?
We are currently processing materials received from individuals on Monday

Summary Personal Education Employment Training Professional Trainer Reports

Welcome, TestTrainer A

Training Entry: The Registry



Events Courses

Filter Courses

Course Status: Filter by Status

Course Type: Filter by Type

Pending trainers: Filter by Pending Trainer Status

Include All Expired Courses

Filter Courses

Search Courses

Search all courses by Course ID, course title, or sponsor organization name.

Search Reset

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.

#258278
Test CDA Course 2
Hours 6.00 / Course Level Tier 1
Course Type General Continuing Education / Course Category Infant
Owner Statewide Training Initiatives

Content Areas

- ✓ 1. Child Development (2.00 hr)
- ✓ 3. Diversity (2.00 hr)
- ✓ 6. Health, Safety, and Nutrition (2.00 hr)

#258217
Test Course New Day
Hours 3.00 / Course Level Registered
Course Type General Continuing Education / Course Category Youth Development
Owner Statewide Training Initiatives

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

The screenshot displays the 'Event Wizard' interface. On the left, there are three sidebar panels: 'Training Course' (selected), 'Event Trainers', and 'Event Details'. The main content area is titled 'Course Selection' and shows details for course #272249, 'Using Technology to Get the Most Out of Your Registry Membership'. Below this, there is a 'Course Owner' section, a 'Description' section, and a 'Content Areas' section. At the bottom of the main content area, there is a yellow lightbulb icon with a 'Select a Course' button. To the right of the main content area, there are two buttons: 'Save as Draft' (labeled with a blue circle containing the number 2) and 'Continue' (labeled with a blue circle containing the number 1).

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

COURSE TRAINER & SPONSOR

1a

Trainer Entry

+Trainer

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6. Event Details

Event Details

Show this event in public search results

No Yes

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

Location

Classroom

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

Search Saved Locations

Search saved location

Required to submit

+ Location Saved Locations

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 Event Date & Time

Self-Paced

No Yes

1 Select Yes only if this event has unique start and end dates for individual participants.

Multiple Sessions

No Yes **2**

Start Date Required to submit

End Date Required to submit

Start Time ⌚

End Time ⌚

Addl. Date/Time Info

Enter Addl. Date/Time Info

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

Event Registration

Registration Required **1**

Yes No

Registration Deadline
11/11/2021

Registration Web Address

Registration Fee **2**

Yes No

Fee (US\$)
\$ 15.00

3

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

Location

📍 Crowne Plaza Hotel - Madison

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

County Dane / Country US / Capacity 40

1

Manage

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.