

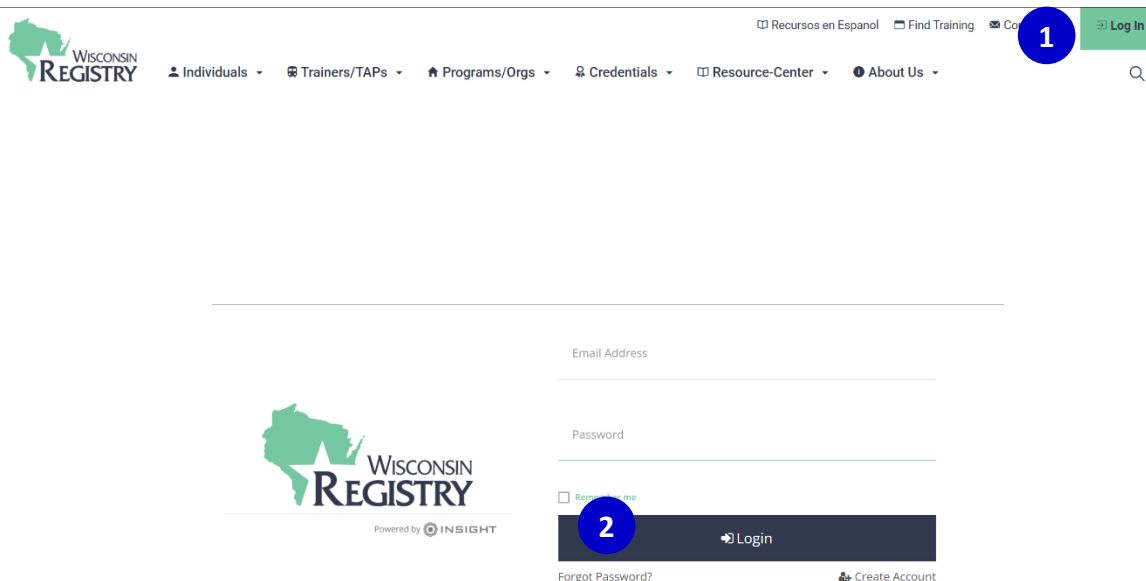
The following guide is for Wisconsin Pyramid Model Trainers to enter Wisconsin Pyramid Model training event data into the Registry system. By submitting training data in a timely and accurate manner, the Trainer ensures Wisconsin Pyramid Model participants are recognized in The Registry for data collection.

This guide assumes that users have completed the Wisconsin Pyramid Model approval process which includes achieving a Tier 3 or Specialist 2 Trainer approval with the Wisconsin Registry.

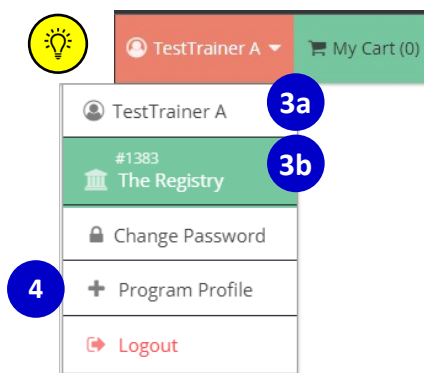
## Wisconsin Pyramid Model Training Event Entry

### STEP 1: Sign into 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.



1. Go to [www.wiregistry.org](http://www.wiregistry.org) and click on **SIGN-IN / JOIN**.
2. Type your email address and password and click **LOGIN**.



3. Choose the profile the training event should be submitted under by clicking on your name in the grey box on the top right corner. Select the correct profile from the drop-down menu.

- a.  An individual Registry Approved Trainer Personal Profile.

**or**

- b.  A training sponsored organization Program Profile.

 When you first log in, you are first taken to your **Personal Profile**.

4. 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**.
  - a. Be sure you have the Program Profile 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 Registry system.

## Organization Profile Lookup

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

4a

Organization ID

Required

### Need a New Organization Profile?

If you need to create a new organization profile, please click "Create Profile" to begin organization profile setup.

[Create Profile](#)

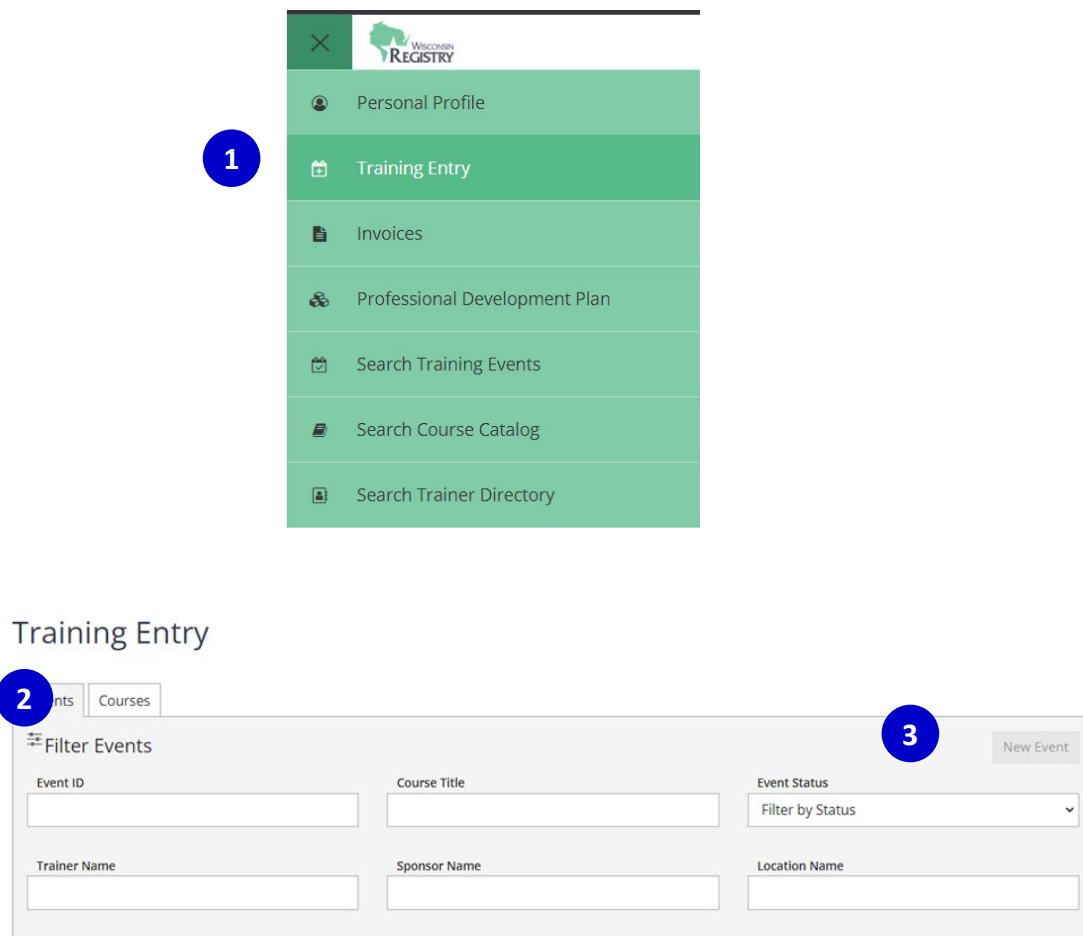
### Don't Know the Organization ID?

The Organization ID will ensure we locate the correct organization profile. If you are not sure of the ID, please contact support for assistance.

[Contact Support](#)

## STEP 2. Open Training Entry to Submit a Wisconsin Pyramid Model Training Event

*Wisconsin Pyramid Model Authorized Trainers are required to report training data by submitting training events in the Registry system. The Wisconsin Pyramid Model courses are already created and approved in the Registry system. **You do not need to submit a new course, simply schedule the training event.***



**1**

Training Entry

**2** Events Courses

Filter Events

Event ID

Course Title

Event Status

Filter by Status

Trainer Name

Sponsor Name

Location Name

**3** New Event

1. Hover over the Left Navigation bar and select **TRAINING ENTRY**.
2. Click on the **EVENTS** tab.
3. Click the **NEW EVENT** button.

**Please Note:** Training can be submitted through an individual Trainer Profile or a Training Sponsor 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.

## STEP 3. Select the Pyramid Model Course

1

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

2

#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

Applies Toward

Pyramid Model 8 Part Series

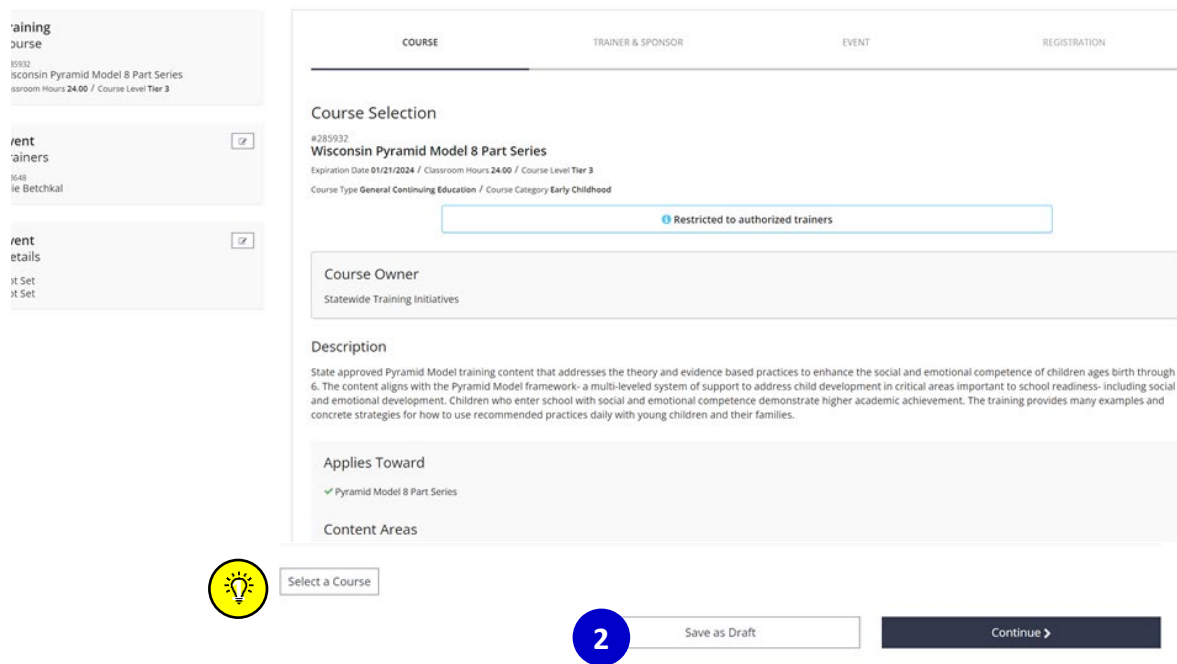
Select

1. Choose the qualification type filter to search your course. Select *Pyramid Model* to see the courses you are authorized to schedule training events.
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

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5/2020

## STEP 4: Navigating the Event Wizard

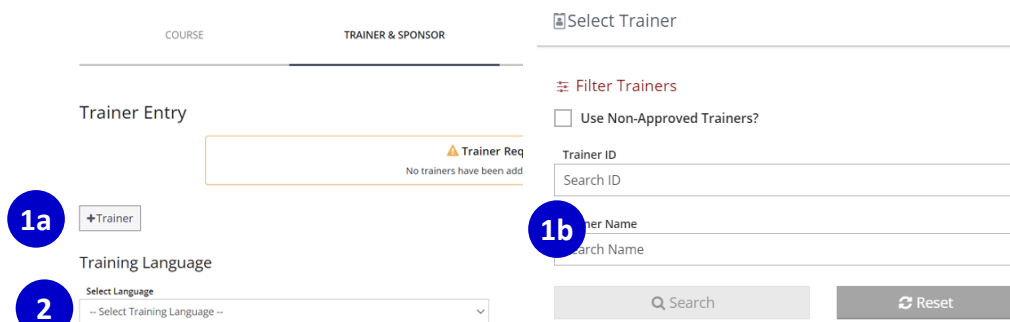


The screenshot shows the 'Event Wizard' interface. On the left, there are three panels: 'Training Course', 'Event Trainers', and 'Event Details'. The 'Training Course' panel is active, showing details for 'Wisconsin Pyramid Model 8 Part Series'. The main area displays the course selection details, including the course name, expiration date, and a description. Below the description, there are sections for 'Applies Toward' and 'Content Areas'. At the bottom, there are two buttons: 'Save as Draft' and 'Continue >'. A yellow lightbulb icon is placed next to the 'Select a Course' button. Numbered callouts 1 and 2 are present: 1 points to the 'Continue >' button, and 2 points to the 'Save as Draft' button.

1. There are a few options to navigate through the event wizard. It is recommended that you click **CONTINUE** to ensure information is not missed.
2. 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**.

## STEP 5: Trainer Entry



The screenshot shows the 'Trainer Entry' interface. It has two tabs: 'COURSE' and 'TRAINER & SPONSOR'. The 'TRAINER & SPONSOR' tab is active. Below the tabs, there is a 'Trainer Entry' section with a message 'No trainers have been added'. To the right, there is a 'Select Trainer' section with a 'Filter Trainers' button and a checkbox for 'Use Non-Approved Trainers?'. Below this, there are two search fields: 'Trainer ID' and 'Trainer Name'. At the bottom, there are two buttons: 'Search' and 'Reset'. Numbered callouts 1a and 1b are present: 1a points to the '+Trainer' button, and 1b points to the 'Trainer Name' search field. A yellow lightbulb icon is placed next to the 'Select a Course' button.

1. Search for a current Registry Approved Trainer.
  - a. Click the **+TRAINER** button.
  - b. Search by Trainer Registry ID number or by name.

**Please Note:** 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. Also, you can have more than one Trainer listed, however, the first Trainer listed is considered the main Trainer.

2. Select the Language the training is offered in from the dropdown menu.

## STEP 6: Training Sponsor Organization

### Administrative Training Sponsor Organization

No Sponsor Organization

Select Training Sponsor

1. If the training is sponsored by a Training Sponsor Organization, 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.

## STEP 7: Event Details

### Event Details

1 Show this event in public search results

☐ No
 ☒ Yes

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

2 Location

Classroom

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

Search Saved Locations

Search saved location

Required to submit

3

+Location

☒ Saved Locations

1. 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 Wisconsin Pyramid Model training events.

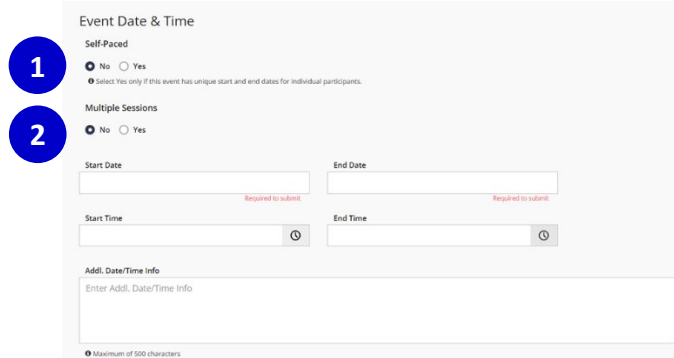
**Please Note:** If you do not wish to have your training event listed on the calendar, for instance if your training participants are limited to a specific group of individuals, select **NO**.

2. Select the location format of the training from the drop-down menu. If it is in-person, select Classroom.

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

- For in-person training, you can search from your locations previously saved or enter a new location by clicking the **+LOCATION** button.

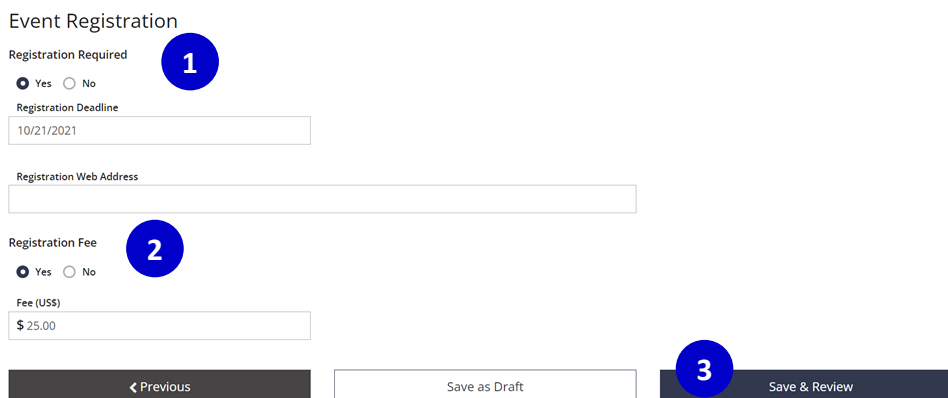
## STEP 7: Event Date & Time



- Since Wisconsin Pyramid Model training requires attendees to follow a timeline developed by the Trainer/Reflective Coach, select **NO** for *self-paced*.
- Select **YES** to create a *multiple session* training event because Wisconsin Pyramid Model training events occur over the course of more than one day and attendees must attend all sessions to receive credit.

**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.

## STEP 8: Event Registration



- 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.
- Select **SAVE & REVIEW** to review your event before submission.

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

## STEP 9: Submit the Event

10/21/2021

Instructor Led Training  
Classroom Hours 24.00 / Course Level Tier 3

[View Course Details](#)

2

Submit Event

Event

Event Not Submitted

Submit event to be reviewed for approval.

3

Status Draft

Event Details

Location

Manage

1

1. Review the Event Details. If you need to make any edits, click **MANAGE** next to the section you wish to edit.
2. When your event entry is complete, click **SUBMIT EVENT**.
3. Upon submission, the event status will change to *Pending*. Events are reviewed within 5 business days. During the review process, The Registry will verify all trainers listed meet Wisconsin Pyramid Model Approved Trainer requirements.

**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 Registry system.



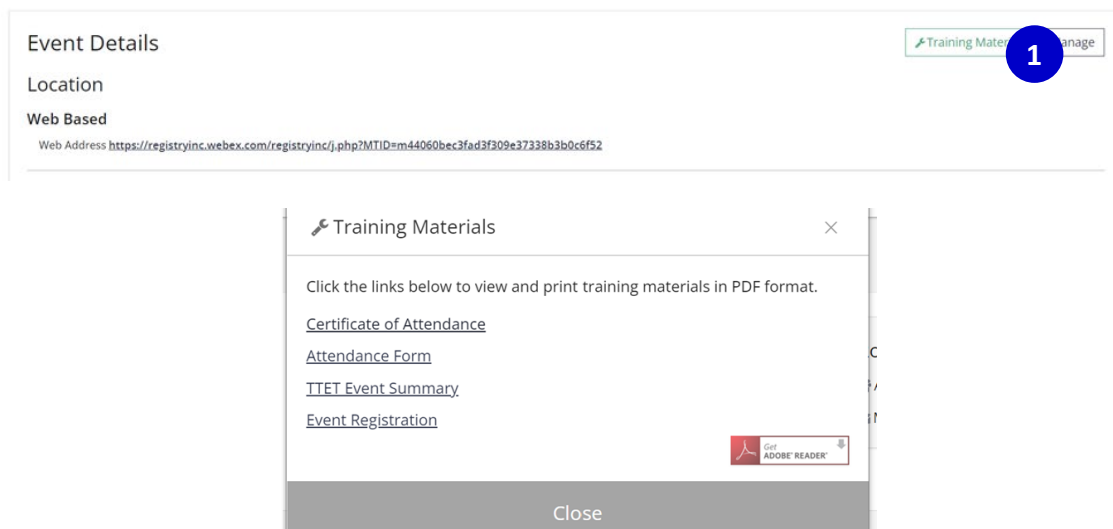
## Training Attendance Data

*After a Wisconsin Pyramid Model training event has concluded, the Trainer or Training Sponsor must enter the attendance roster within 60 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 with the Wisconsin Pyramid Model Coordinator.*

*Although it is possible to print a certificate of attendance from The Registry, it is not necessary. However, you should provide participants a Wisconsin Pyramid Model completion certificate using the fillable document in your training materials.*

### STEP 1: Attendance Form

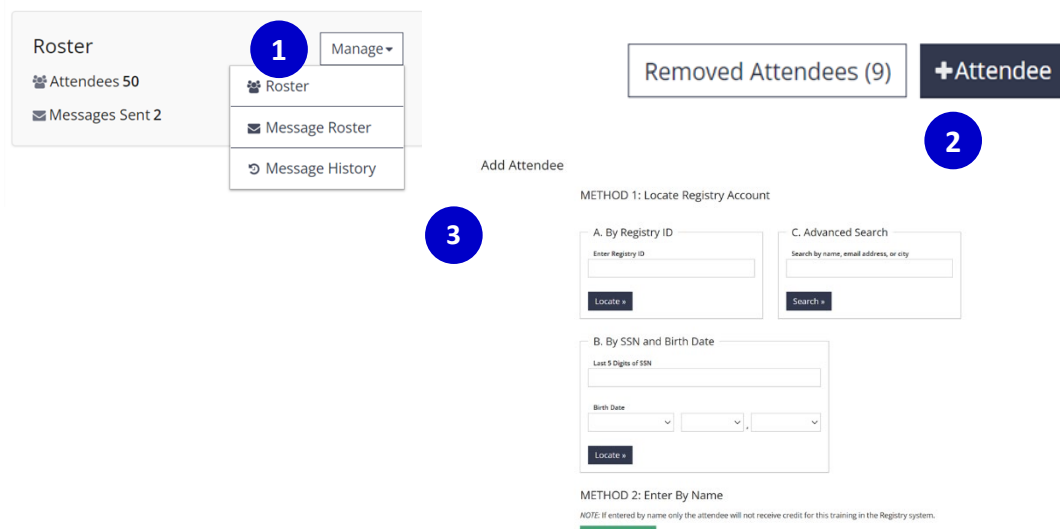
At the conclusion of your training event, ask participants to complete the Attendance Form to collect participant information needed to enter the attendance roster in the Registry system.



To print a copy of the Attendance Form, select the event in your Registry Profile.

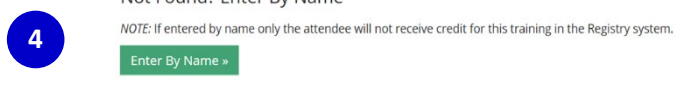
1. Under Event Details, click **TRAINING MATERIALS**.
2. Select **ATTENDANCE FORM** to open the document in Adobe Reader for printing.

## STEP 2: Attendance Roster



1. Click **MANAGE** in the roster section.
2. To add a new attendee, click the **+ATTENDEE** button.
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.

**Please Note:** If an error is made when entering attendance, attendees can only be removed by The Registry. Contact the Registry Professional Development Department for any corrections. A record of the removed attendees is visible to the Trainer or Training Sponsor.



4. Participants who do not have a Registry account will not be found in the search. Those participants will have to be entered on the roster manually by name. Click **ENTER BY NAME**.



5. Use the information on the Attendance Form to create a Registry account to give the attendee credit for the training in the Registry system. If you do not have all information needed to create a Registry account on behalf of the participant, deselect the **“Create Registry Account”** box and enter just the first and last name of the participant.

## STEP 3: Complete the Event

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

1

Event ▾

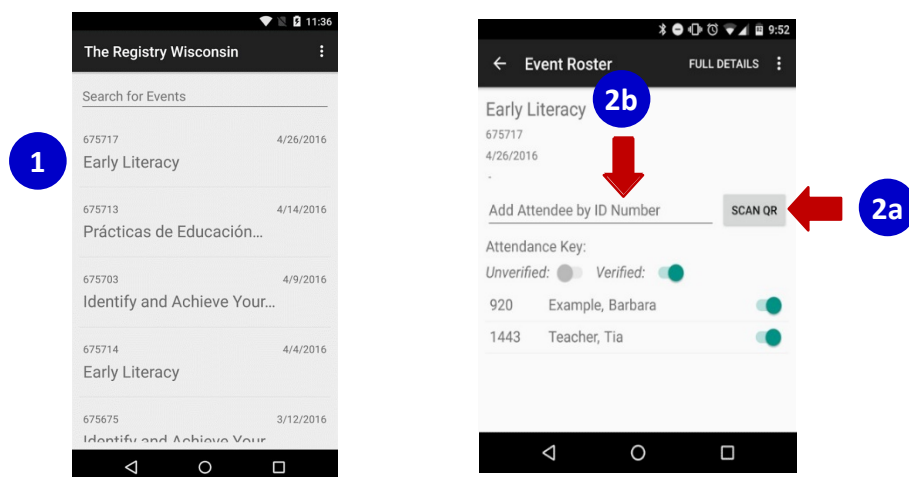
✓ Complete Event

**Please Note:** After 60 days, the 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.

## Registry App

The Registry has a mobile app to make entering attendance at the training event easy. Find the Registry App on Google Play or on the Apple Store by searching “Registry Wisconsin.” *Trainers* can download the app for free to verify attendance. *Attendees* can download the app for free to display their Registry ID Card which includes their QR code and Registry ID number.

- To see how the Registry app works, watch the [Registry YouTube video](#).
- For directions on downloading and using The Registry app, download our [support guide](#).



1. Once the App is downloaded, sign into your Registry profile using the same log in you use on The Registry website. You will see a list of your upcoming training events. Click on the event title of the training you are offering.
2. There are two ways to take attendance.
  - a. Click on **Scan QR**. This works with attendees who bring their Registry Cards or display their Registry Card using the Registry App. Hold your device about six inches above the QR Code on the Registry Card. Click **YES** to verify attendance.
  - b. Click on **Add Attendee by ID Number** if an attendee doesn't have a Registry Card but has a Registry ID Number. Enter the ID Number. Click on **Search for Individual ID Number**. Click **Yes** to verify the individual's attendance. Select Appropriate “Attendance Type” from the list.