The following are step-by-step instructions for Instructors and Contact Managers (Sponsors), to create invitation only hyperlinks to professional development opportunities on the CA ECE Workforce Registry - Training Calendar.

Invite Only Targeted Audience - Unpublished Events

If you want to share a training with a specific targeted group, you can email potential trainees an url link.

1. When you are logged in as an Instructor or Sponsor, go to either the Instructor Tools or Training Sponsor Tools accordingly, and then select Event Management.

2. Find the training you wish to share and then click on the View icon.

3. From the Training Event Details page, select Share this Event, which is at the bottom right hand side of the screen (see image to the right). This will copy the url which you can then paste into your invitation.

   Note: Training ID and Event ID must be in the url address
   The url from the Training Event Details does not include the Training ID and Event ID. Example: https://www.caregistry.org/index.cfm?module=trainingEventDetails&trainingId=12421&eventId=18982

4. When you send an email, to share your training url, make sure you instruct the training participants to log into the Registry to continue the enrollment process. If they are logged in, they will be able to enroll in the training. You will be able to see them on your roster once they enroll.

   Training participants can check their enrollments by going to Training Calendar and clicking on My Training Events (see image).

Need Help? Contact the Registry Help Desk

You can contact Registry staff by email, CAregistry@ccala.net, call (888) 922-4453, or “Chat” on the CA ECE Workforce Registry website, Monday to Friday from 8 a.m. to 5 p.m.

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