

## Share this Event Unpublished Events Invite Targeted Audience

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### Invite Only Targeted Audience - Unpublished Events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.

Event Date	Training Name	Event County	# Enrolled	# Attended	Training Sponsor	Published	Delete	View	Roster
05/23/2020	HST - Immunizations and the Law		3	0	Test Organization	No			
05/01/2020	Hot Topics	San Bernardino	0	0	Test Organization	No			
04/30/2020	Emergent Curriculum		1	0	Test Organization				

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>

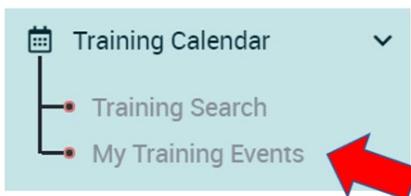
#### Action:

- [Return to Event Management](#)
- [Add another event for this course](#)
- [Edit Event](#)
- [Back to Training Calendar](#)
- [My Training Events](#)
- [Share this Event](#)

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](mailto: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.

