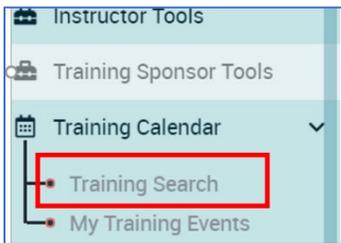


The following are step-by-step instructions for Registry users to enroll in trainings offered through the CA ECE Workforce Registry Training Calendar.

## Step 1. Login to your Registry Profile [www.caregistry.org](http://www.caregistry.org).

Enter your username (the complete email address associated with your Registry account) and password, and then click on "Login." If you forgot your password, click on "Forgot Password?"

## Step 2. Click on Training Calendar and Training Search



## Step 3. Find the Training You Wish to Enroll In

There are several fields you can use to search for the training you need to enroll in. Searching by County generates more results and you may find a training close to you.

<input type="radio"/>	04/29/2020	CCIP 19.22	Spring Activities for Child C
<input checked="" type="radio"/>	04/29/2020		The Gift of Time Outdoors

Showing 1 to 15 of 663 entries

[View Event Details](#)

## Step 4. Find Correct Training

Find and click on the training you wish to enroll in, then click on **View Event Details**. Make sure you have selected the correct training.

## Step 5. Review Event Details

View the details of the event like date, location, time, duration of training, knowledge areas, cost as well as other information then click on the **Enroll Now** button on the top or bottom of the page.

## Step 6. Participant Information Review

Review your profile information that will be sent to the training organization. If all your information is accurate, click on the **Confirm and Continue Registration** button.

## Step 7. Enrollment Confirmation

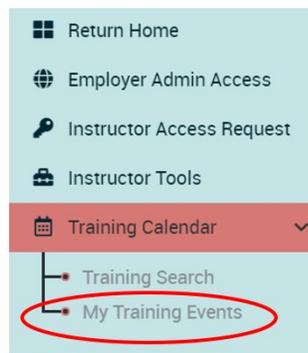
Review the training information one last time. Before completing the enrollment, you must click on the box labeled **I Agree**. Feel free to click on the [Privacy Policy](#) link for more information.

## Confirmation Page and Email

After enrolling in the training, you will view a confirmation page and receive an email with the training information.

## View Enrolled Trainings

View a list of trainings you have enrolled in by clicking on **My Training Events** under the **Training Calendar** dropdown menu.



My Training Enrollments	
Start Date	Training Name
<a href="#">11/27/2016</a>	Test event****Promoting M Early Childhood
<a href="#">04/30/2017</a>	test

## Need Help? Contact the Registry Help Desk

If you have questions about how to enroll in trainings on the CA ECE Workforce Registry - Training Calendar, please contact the Registry Chat, by email [caregistry@ccala.net](mailto:caregistry@ccala.net) or call (888) 922-4453 (operated Monday to Friday from 8am to 5pm).