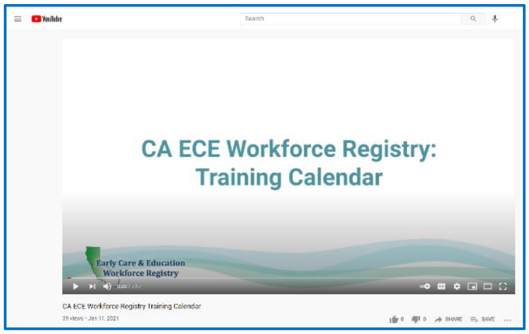
How to Add Training Events
Simple Instructions

Print off this sheet, follow video minutes to jump to instructions in video.



Training Calendar Video Tutorial

Before a Training Event:

1. Add Training

Step 1: Click "**Training Sponsor Tools**"
Step 2: Select "**Add Training**" and complete fields (Video 00:58)
Step 3: When finished, select "**Submit**" (Video 2:34)

2. Create an Event (Video 2:40)

Step 1: Click "**Training Sponsor Tools**"
Step 2: Select "**Event Management**" or for Instructors, "**Instructor Tools**" (Video 2:55)
Step 3: Click on "**Add Event**" (upper right hand side of screen – see image below) (Video 3:05)
Step 4: Complete fields (For additional information on Program Codes see State Reporting Video)

After a Training Event:

1. Confirm attendance (Video 6:25)

Step 1: Click "**Training Sponsor Tools**"
Step 2: Select "**Event Management**" and click on the "**Roster**" icon (see image)
Step 3: Either select "**Mark all as Attended**" or
Adding Participants who did not enroll on the Registry:
Click "**Add Non-Enrolled Attendees**" (blue button)
Type in participants' Registry ID # and "**Add to Roster**"

Attendee Codes for State Reporting (State Reporting Video**)**

Attendee Codes can only be updated; 1.) after the event has taken place, 2.) attendance has been confirmed (Video 3:35), and 3.) event must have a Primary Program Code (Video 1:23)
Step 1: Click "**Training Sponsor Tools**" and "**Event Management**"
Step 2: Select "**Roster**" (icon at the end of event – see image above)
Step 3: Select "**CDE/F5 Attendee Coding**" (Video 4:30)

Need Help? Contact the Registry Help Desk

If you have questions please contact the Registry by email at caregistry@ccala.net, use Chat or Support features on the website, call (855) 645-0826 (operated Monday to Friday from 8am to 5pm), or search the Help Desk. Pamela Becwar, Professional Development Coordinator, can be reached at pamela.becwar@ccala.net or call (323) 459-5258.