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

Training Calendar Video Tutorial (https://youtu.be/zssztbjU_Yo)

Before a Training Event:
1. Add Training
   Step 1: Click “Training Sponsor Tools”
   Step 2: Select “Add Training” and complete fields (Video 1:08)
   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 3:00)
   Step 3: Click on “Add Event” (upper right hand side of screen) (Video 3:15)
   Step 4: Complete fields (For additional information on Program Codes see Video 5:40)

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 - https://youtu.be/NPLrl5unZNg)
Can only be updated; 1.) after the event has taken place, 2.) attendance has been confirmed (Video 3:40), 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 (888) 922-4453 (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.

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