

Using The MiRegistry Mobile App: *Taking Attendance at Training Events*

The MiRegistry Mobile App is specifically designed to quickly take attendance at training events using your smart phone or mobile device. Both training event attendees and trainers can use this app.

Trainers can use the app to manage their training events and take attendance with ease.

Event Attendees can use the app to access their MiRegistry ID number and a personalized QR code that can be scanned by trainers to take attendance.



Downloading the MiRegistry Mobile App

1. Download the app for free. The MiRegistry Mobile App can be found by searching MiRegistry on:
 - [Google Play](#) for Android devices
 - [App Store](#) for Apple devices


Logging In

MI Registry

 [Sign In](#)

1. After you have downloaded and installed the app, sign in using the same email address and password you use to sign in to your MiRegistry account.

Note: If you cannot remember your password, please visit the [log in page](#) of our website and click **Forgot Password?**

 **If you are a Trainer, please continue on [page 3](#).**

USING THE APP WHEN ATTENDING A TRAINING EVENT

MiRegistry ID

1. After you log in, you will see your MiRegistry ID, which includes your name, your MiRegistry ID number, and your unique [QR code](#).
2. When you attend a training event, your trainer can quickly scan your ID on your device to take attendance. After the trainer scans your ID, your attendance will show up on the training list on your MiRegistry Learning Record.

Tip: If you are not sure you will have an internet connection at your training event, you can always take a picture of your MiRegistry ID and save it on your phone or mobile device.

miregistry

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Name: Barbara Example
Registry ID#: 0000



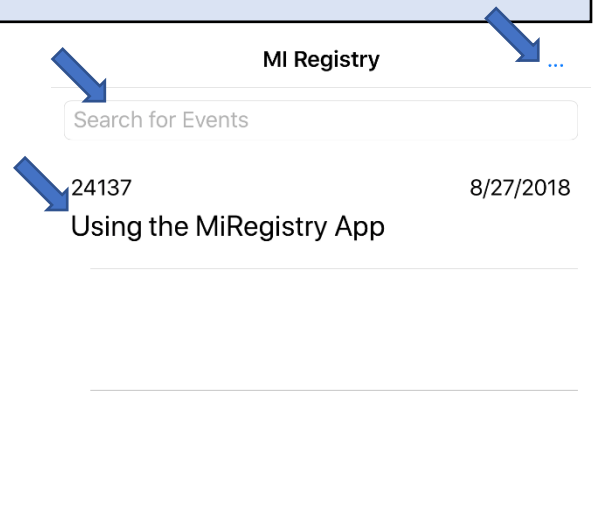
If you are a Trainer, please continue on [page 3](#).

TRAINERS: USING THE APP TO TAKE ATTENDANCE

Events List

If you are an approved MiRegistry trainer, you will see your training events listed after signing in. **Note:** *If you have administrative access to a training sponsor organization, the organization's events will also be listed here.*

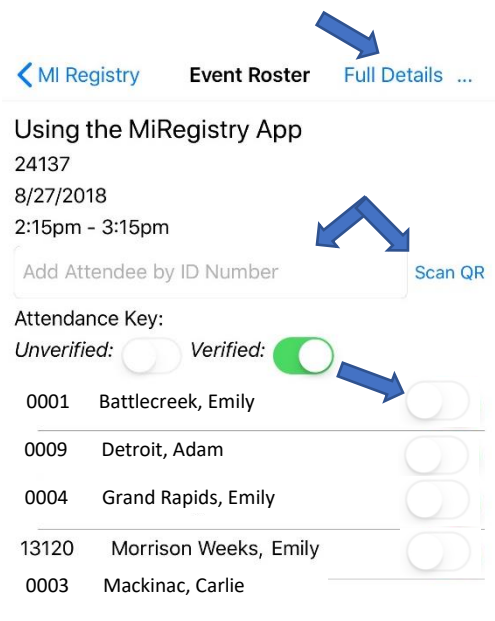
- Tap the blue dots to access your Membership Card, refresh your training events list, or to sign out.
- Search for the event you would like to access by typing the Event ID number or the event title.
- Tap the training event you would like to review and/or take attendance.



Event Roster: For training events using online registration

1. Tap **FULL DETAILS** to access your event's information.
2. **Note:** *If an attendee did not register and is not listed on your attendance roster, you can add the attendee to the roster by scanning the attendee's QR code OR by typing in the attendee's MiRegistry ID number.*
3. Since your attendees registered for your event beforehand, they will appear on your roster. To take attendance, swipe the button to the right. Once an individual is verified, the button will have a green background as shown in the **ATTENDANCE KEY**.

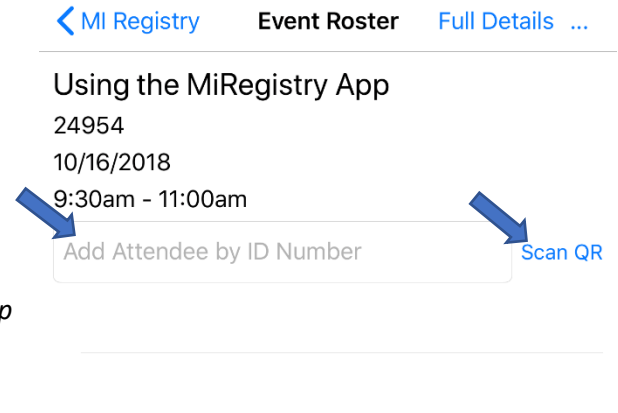
Note: *If an individual's attendance is confirmed as verified and you would like to edit this, you will need to email support@miregistry.org for assistance.*



Event Roster: For training events **NOT** using online registration

For a training event not using online registration, you can add an attendee to your attendance roster in one of two ways:

1. Type the attendee's MiRegistry ID Number. You will be asked to confirm the attendance and choose the attendance type (Examples include: Administration, Center Based Staff, School-age Staff)
2. You may also choose to scan the attendee's [QR code](#) (see step below). **Note:** Attendees can access their Membership Cards with the QR code through this app.



Scanning a QR Code



1. Tap **SCAN QR**.
2. Your smart phone or mobile device will be able to scan using the MiRegistry Mobile App. Make sure your device is set to allow the MiRegistry Mobile App permission to access your device's camera.
3. Once you scan the QR code, you will be asked to verify the attendance. Tap **YES**.
4. Choose the appropriate attendance type for the attendee.
5. You can return to your roster by tapping **DONE** or you can scan another attendee's QR code by tapping **SCAN ANOTHER**.

FREQUENTLY ASKED QUESTIONS

Q1. What is a QR code and how does it work?

A1. A QR code (see image to the right) is a code that contains information that can be scanned. The MiRegistry Mobile App allows trainers to scan the code, immediately adding the attendee to the attendance roster.



Name: Barbara Example
Registry ID#: 0000

Q2. What if my event has multiple sessions?

A2. Attendees are given credit for the entire event when entered on a roster. If your event is divided into multiple sessions, you are encouraged to keep track of the attendance for each session by using a paper form. At the last session, you may use the app to take attendance for individuals who have attended the entire event.

Q3. Can more than one person access an event to take attendance?

A3. Yes. If a training sponsor organization has multiple administrative users, each administrator can sign in and access a single event at once to take attendance. **Note:** *MiRegistry does not recommend trainers or administrators share their login credentials for individuals who are not administrative users in order to access training events.*

Q4. Do I need an internet connection to use the app?

A4. Yes. Having a reliable internet connection when using The MiRegistry Mobile App is recommended.