

Managing the Event Roster

This guide will walk you through accessing and managing the roster of your event. Please note that if you do not utilize online registration through the MiRegistry system, you will only have access to the roster after the event has occurred.

Go to www.miregistry.org



1. Click **SIGN IN**.

Log in to MiRegistry



1. Enter your Email and Password and click **LOGIN**.

Access your Organization Profile

The screenshot shows the user profile page for 'Britt OrgOwner'. At the top right, there is a navigation bar with 'End Impersonation' and the user's name 'Britt OrgOwner'. A dropdown menu is open, showing options: 'Britt OrgOwner', 'My Organizations' (highlighted with a blue arrow), 'Change Password', 'Organization Profile', and 'Logout'. Below the navigation bar, the page title is 'My Personal Profile'. There are tabs for 'Summary', 'Personal', 'Education', 'Employment', 'Training', 'Professional', and 'Reports'. The 'Summary' tab is active, displaying a welcome message: 'Welcome, Britt OrgOwner. You have signed in but not submitted an application.' Below this, there are two options: 'Become a member' and 'Become a trainer', each with a plus icon. An 'Apply/Renew' button is at the bottom right of this section. To the right, there is a box with user details: 'Registry ID 76595', 'Britt OrgOwner', '123 Street', 'Oak Creek, WI 53154', '(414) 569-8524', and an email link 'nwnbritt+orgOwner@gmail.com'. Below this is a 'Change Email' button. Further down, there is a section for 'Organization Profile Management'.

1. Click the drop-down menu in the top right, choose the name of your organization to access your organization profile.
2. If you have multiple organization accounts, click the **MY ORGANIZATIONS** option and choose from your list of organizations listed.

The screenshot shows a list of organizations. Each entry includes a building icon, a registry ID, the organization name, an address, and a 'Select' button. A blue arrow points to the 'Select' button for the last organization.

#17287	(TLE) The Learning Experience	23500 Orchard Lake Rd., Farmington Hills, MI	Select
#31685	1st Advantage Learning Center	26555 John R Road, Madison Heights, MI	Select
#32371	Eastern Early Childhood Support Network	2630 W. Howell Road, Mason, MI	Select
#33656	Learning Center	235 Main St., Allenton, MI	Select

1. Click the **SELECT** button next to the name of the organization you entered the course and event under.

Access your Organization Training Entry Page

Organization Profile

#33656
Learning Center

Status **Org Details** Settings Employees Reports

Contact Information

Email Address*
nwnbritt+orgOwner@gmail.com **Send Message**

First Name* Last Name*
Britt OrgOwner

Phone Ext.
456 - 123 - 4564

Manage organization profile users

1. Your organization profile will appear.
2. Scroll over the black sidebar and click **TRAINING ENTRY**.

Choose the Event

<u>ID</u>	<u>Date</u>	<u>Title</u>	<u>Location/URL</u>
 61701	 12/15/2020	 Course 1	 Central Library Allenton, MI

1. Choose the event you want to manage.

Access the Manage Event Menu

#61864

Course 1

12/15/2020

Instructor Led Training / 08:00 AM - 10:00 AM
Classroom Hours 2.00 / Course Level Developing

[View Course Details](#)

Event

Status Accepted

Updated 11/05/2020 / by Emily Finnerud

Created 11/05/2020 / by Britt OrgOwner

Online Registration Active (11/05/2020)

Roster

Attendees 0

Messages Sent 0

Manage

Roster

Message Roster

Message History

1. To access your online registration options, click the **MANAGE** drop-down menu in the Roster box.
2. Choose the **ROSTER** option.

Adding Attendees to the Roster: Events Not Utilizing Online Registry through MiRegistry

Training Event Attendance

Course 1

Tuesday, December 15, 2020

08:00 AM to 10:00 AM

(2.00 Hours)

Location

Web Based

<http://www.site.org>

Primary Trainer

Sara Brennantest

Exit Roster

EVENT ID: 61864
DEVELOPING

Active Roster

Removed Attendees (0)

+Attendee

No event attendees recorded

1. For events not utilizing online registration through MiRegistry, you will have access to the roster on the day of the event. This will allow you to add attendees manually.
2. Choose the **+ ATENDEE** button.

Add Attendee

« Hide Form

METHOD 1: Locate Attendee's Account in the Registry

A. By Registry ID

Enter Registry ID

C. Advanced Search

Search by name or city

B. By SSN and Birth Date

Last 5 Digits of SSN

Birth Date

 ,

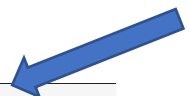
Locate »

1. The drop-down options will allow you to search by Registry ID number, name or city, or Social Security Number and Birth date.
2. Please note that the best way to ensure you are adding the correct individual to the roster is by searching by Registry ID number- as each account holder has an individual ID assigned to them.

Search Results

The following accounts were found using the information you provided.

Registry ID	Name	Address	
23746	Aarotest, Meghan	Meghan .Aarotest@email.com 39346 Donald St AUGUSTA, MI 48154-4780	Select
46912	Abbotest, Megan	Megan.Abbotest@email.com 221 N COLONIAL ST Portage, MI 49464-1121	Select
31331	Adamstest, Megan	Megan.Adamstest@email.com 21140 Woodland Glen Drive Kalamazoo, MI 48167	Select



1. Click the **SELECT** button next to the correct individual who completed the event.

Registry Account Found

« Return

Please verify that this is the correct person before adding them to the roster.

Registry ID	23746
Name	Meghan Aarotest
Address	39346 Donald St AUGUSTA, MI 48154-4780 Kalamazoo County
Home/Mobile Phone	(248) 496-4116
Work Phone	--
Email Address	Meghan .Aarotest@email.com

Select Type*

- Administration License-Exempt (Unlicensed) Provider Parent/Family
- Center Based Staff School-age Staff Other
- Family/Group Home Provider and/or Staff

Complete Registration

Removed Attendees (0)

Active Roster

1. Choose the provider type and click the **COMPLETE REGISTRATION** button.

✓ Added to Roster

App 23746 has been added to the roster as a Center Based Staff attendee

Active Roster

Removed Attendees (0)

+ Attendee

Registry ID	Name Address	Phone	Type
23746	Aarotest, Meghan 39346 Donald St AUGUSTA, MI 48154-4780	(248) 496-4116	Center Based Staff

1. The individual will be added to the roster and marked as attended on the event.
2. The event will then be listed as VERIFIED on the roster and learning record.
3. Please note that only individuals who have completed the training should be added to the roster for events not utilizing online registration in our system.

Marking Attendance: Events Utilizing Online Registration

<http://www.site.org>

Active Roster

Removed Attendees (1) [Add Attendee](#)

Registry ID	Name Address	Phone	Type	Registered	Paid	Attended	
23746	Aarotest, Meghan 39346 Donald St AUGUSTA, MI 48154-4780	(248) 496-4116	Center Based Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
17942	Allentest, Daniel 17372 KERSHAW ST Adrian, MI 48066-3345	(810) 444-3104	Center Based Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2117	Andrewstest, Sarah 2914 MILLPOND DR W Greenville, MI 49424-9509	(313) 615-1965	Center Based Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

[Email Attendees](#) [Update Attendance](#)

1. If online registration is utilized for the event, attendees will be listed on the roster with an unchecked box in the Attended column.
2. Check the box next to each individual that has attended the event.
3. Once all the boxes are checked for individuals that have attended, click the **UPDATE ATTENDANCE** button.
4. Please note that the boxes will be blue when checked. Once the **UPDATE ATTENDANCE** box button is clicked, the boxes will turn grey.

Marking Attendance: Correspondence Events Utilizing Online Registration

Active Roster

Removed Attendees (1) [Add Attendee](#)

Registry ID	Name Address	Phone	Type	Registered	Paid	Completed	
23746	Aarotest, Meghan 39346 Donald St AUGUSTA, MI 48154-4780	(248) 496-4116	Center Based Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/05/2020	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
17942	Allentest, Daniel 17372 KERSHAW ST Adrian, MI 48066-3345	(810) 444-3104	Center Based Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2117	Andrewstest, Sarah 2914 MILLPOND DR W Greenville, MI 49424-9509	(313) 615-1965	Center Based Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

[Email Attendees](#) [Update Attendance](#)

1. For correspondence events, or events that attendees complete on different dates, you will enter the completion date in the Completed column box.
2. Click the **UPDATE ATTENDANCE** box.