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 "**Professional Development Inventory,**" then select "**Add Professional Development**" and complete fields according to the selected interaction type (Training, Coaching, etc.)

Step 3: When finished, select "**Save changes**"

2. Create an Event

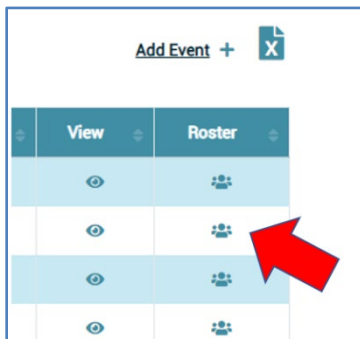Step 1: Click "**Training Sponsor Tools**"

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. Christy Waterman, Professional Development Coordinator, can be reached at christina.waterman@ccala.net or call (323) 274-1394.