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.