

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”**

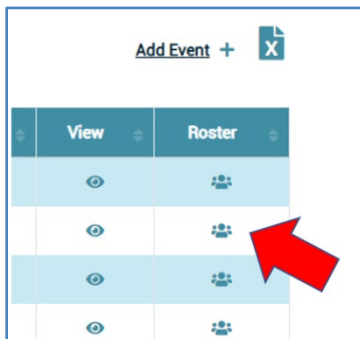
Step 2: Select **“Event Management”** or for Instructors, **“Instructor Tools”** (Video 2:55)

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](mailto: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](mailto:christina.waterman@ccala.net) or call (323) 274-1394.