

## Best Practices

This guide highlights best practices for Resource Center staff as they enter courses and events in the MiRegistry system.

### 1. Course and Event Entry

1. When entering events in the system, to utilize online registration, you must enter the event under your organization Training Entry page. Please make sure that you are seeing your organization name listed in the top right name drop down menu as well as next to 'Training Entry'. We recommend entering all events through your organization training entry page.

Training Entry: Education Station

Events Courses

Filter Events

Event ID Course Title Event Status Filter by Status

Trainer Name Sponsor Name Location Name

City Date From Date To

6/5/2016

Filter Events Clear Filters

New Event

Education Station My Cart (1)

## 2. National Trainer

1. When using a national trainer for a training, you will enter the **course** with no authorized trainer.
2. When entering the **event** from the course, you will add the national trainers name to the event.
3. Click + **TRAINER**.

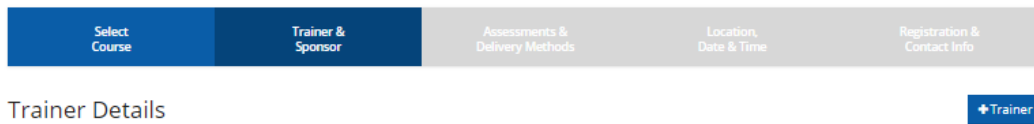
### Event Entry

Cancel

Select Course   Trainer & Sponsor   Assessments & Delivery Methods   Location, Date & Time   Registration & Contact Info

Trainer Details

+Trainer



No trainers selected

4. Indicate that you do not want to use an approved trainer, enter the trainer's name and qualifications, and click **ADD TRAINER**.

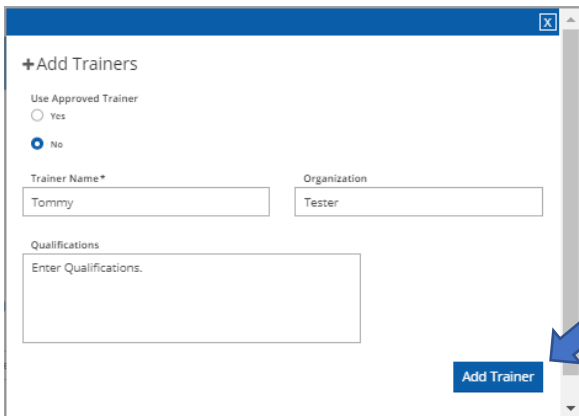
+Add Trainers

Use Approved Trainer  
 Yes  
 No

Trainer Name\*   Organization  
Tommy   Tester

Qualifications  
Enter Qualifications.

Add Trainer



### Event Entry

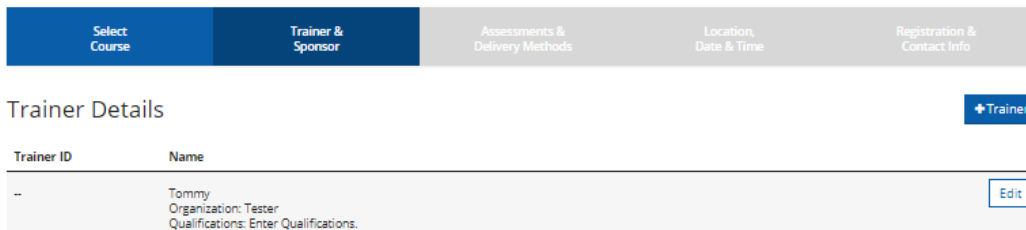
Cancel

Select Course   Trainer & Sponsor   Assessments & Delivery Methods   Location, Date & Time   Registration & Contact Info

Trainer Details

+Trainer

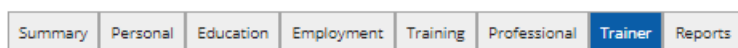
Trainer ID	Name	
--	Tommy Organization: Tester Qualifications: Enter Qualifications.	Edit



### 3. Trainer Search

1. Approved trainers can be searched in the trainer search in the 'Search for Training Events' feature.
2. In your individual profile, under your 'Trainer' tab, ensure that **YES** is marked for including your name in trainer lists.
3. If 'no' is marked, click **EDIT INFORMATION** and click **YES**.

## My Individual Profile



Trainer Information

### Trainer Information

[Edit Information](#)

Trainer	Approved
Miles Willing to Travel	100
Training Counties	Alcona, Alger, Allegan, Alpena, Antrim, Arenac, Baraga, Barry, Bay, Benzie, Berrien, Branch, Calhoun, Cass, Charlevoix, Cheboygan, Chippewa, Clare, Clinton, Crawford, Delta, Dickinson, Eaton, Emmet, Genesee, Gladwin, Gogebic, Grand Traverse, Gratiot, Hillsdale, Houghton, Huron, Ingham, Ionia, Iosco, Iron, Isabella, Jackson, Kalamazoo, Kalkaska, Kent, Keweenaw, Lake, Lapeer, Leelanau, Lenawee, Livingston, Luce, Mackinac, Macomb, Manistee, Marquette, Mason, Mecosta, Menominee, Midland, Missaukee, Monroe, Montcalm, Montmorency, Muskegon, Newaygo, Oakland, Oceana, Ogemaw, Ontonagon, Osceola, Oscoda, Otsego, Ottawa, Presque Isle, Roscommon, Saginaw, St. Clair, St. Joseph, Sanilac, Schoolcraft, Shiawassee, Tuscola, Van Buren, Washtenaw, Wayne, Wexford
Time of Day	Both daytime and evening
Schedule Availability	Weekdays
Training Languages	English
Include my name in trainer lists	Yes
Trainer Profile	Trainer.
Age Group Expertise	Infants (birth until one year) Toddlers (one year to 30 months) Preschool (30 months to kindergarten entry) School-age (kindergarten entry through age twelve)
Keywords	No keywords provided

## 4. Enabling Online Registration in an Event

1. When entering an event in your organization training entry page, you will need to enable online registration before you submit your event.
2. On the Registration and Fees tab, select **YES** that registration is required.
3. Click the 'Register Online?' box.

### Event Entry

Cancel

Select Course

Trainer & Sponsor

Assessments & Delivery Methods

Location, Date & Time

Registration & Contact Info

### Event Registration and Fees

Show this event in public search results  No  Yes

Registration Required  No  Yes

Register Online?

Registration Deadline

Registration Web Address

Registration Fee  No  Yes

## 5. Editing Events

1. Please note that once an event is submitted, most of the information cannot be edited. Additionally, once your event is marked as 'Completed', you cannot edit the roster. However, you can edit and manage your online registration setting at any time.

### Event Details

Exit Details

#### Tots and Toddlers

EVENT ID: 22047  
DEVELOPING

Monday, September 10, 2018

8:00am to 10:00am

(2.00 Hours)

Event Admin Course Details

#### Event Status

Created  
6/13/2018 1:54 PM  
Adam Quiz

Status  
Accepted

Updated  
6/13/2018 2:01 PM  
Carlie McKinney

Event Roster  
0 Attendees

Online Registration  
Activated  
(6/13/2018)

Duplicate Event

Manage Event

Manage Roster

Manage Online Registration

Mark as Complete

Cancel Event

Reschedule Event

#### Publishing Options

#### Event Reports

Click the links below to view and print training materials in PDF format