Registering for a Training Event

This guide shows you how you can use the MiRegistry Statewide Training Calendar to find and register for a training event. For additional tips on finding training, please watch our Statewide Training Calendar video.

1. Click the SEARCH TRAINING icon.
1. Find your event by clicking **SEARCH**. This will produce a list of all of the training on the MiRegistry Training Calendar. You will better find a specific training by adding information about the training such as Course Title, Event ID number, or Trainer Name. It is recommended you only use one or two of the search criteria to best use the search tool.
1. Locate event you intend to register for.
2. Read the course description and find the event details such as contact information by clicking the VIEW OVERVIEW button.
3. To register for the event online, click REGISTER. Please note, some training sponsor organizations prefer to use their own websites for registration. Clicking the REGISTER button may take you to a different website to register. The following steps in this guide show how to register for events that use MiRegistry for registration.

Logging In

1. You will need to log in to your MiRegistry with your email address and password. If you do not have a MiRegistry account, click Create Account.

Please Note: For guidance on how to create a MiRegistry account, please refer to our online guide.
Register for the Event

Event Registration

Quality Care for Children

Self Paced Training
(Available Thursday, February 1, 2018 - Friday, February 1, 2019)

view full event details

Location
Walt Disney Elementary School
5717 South 112th Street
Omaha, NE 68137
County Douglas

Registration
Event Fee: Not Available
Register By: Not Available
Required?: Yes

Sponsor
Education Station

Delivery Methods
None Specified

Assessment of Learning
None Specified

Review Registration
Please review the information below. If correct, please click on the button to complete your registration and submit payment.

Attendee Details
Please review your attendee details.

<table>
<thead>
<tr>
<th>Attendee</th>
<th>Jenny Johnson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registry ID</td>
<td>1059</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:registrymichigan+jennyjohnson@gmail.com">registrymichigan+jennyjohnson@gmail.com</a></td>
</tr>
</tbody>
</table>

Attendee Role
Please tell us your role in the field of childhood education.

- Administration
- Unlicensed, Substituted Provider
- Parents/Family
- Center Based Staff
- School-age Staff
- Other
- Family/Group Home Provider and/or Staff
1. Enter your Attendee Role.
2. Agree to the Terms and Conditions by clicking the box.
3. Click **ADD EVENT TO CART**.
1. Click VIEW CART to pay for your event. Please note that your registration will not be complete unless the event is paid for.

1. You can also view your cart by clicking the MY CART button in the top right corner.
1. Verify that the information is correct and click **CHECK OUT**.

1. Enter payment information.
2. Click **SUBMIT**.