

Conference Module

This guide will walk you through creating, submitting, and managing a conference utilizing the conference module.

Accessing and Creating a Conference Event

My Personal Profile

Summary Personal Education Employment Training Professional Reports

Welcome, Jennifer Jones

You have signed in but not submitted an application. For questions on submitting an application or acceptable documentation, download our [Membership Application Guide](#).

Become a member!

Become a trainer!

Registry ID 94298
Jennifer Jones

123 Street Ave,
Allenton, MI 48002
(765) 433-4545
registrymichigan+jenjones@gmail.com

Jennifer Jones

- #37295 org
- #37287 Training Center
- Account Settings
- Change Password
- Organization Profile
- Logout

1. From your individual profile, navigate to your training sponsor organization profile.

Organization Profile

37287
Training Center

Status Org Details Settings Employees Reports Document Vault

Contact Information

Email Address*

First Name* Last Name*

Phone - - Ext.

Organization Profile

Training Entry

Invoices

Search Training Events

Search Course Catalog

Search Trainer Directory

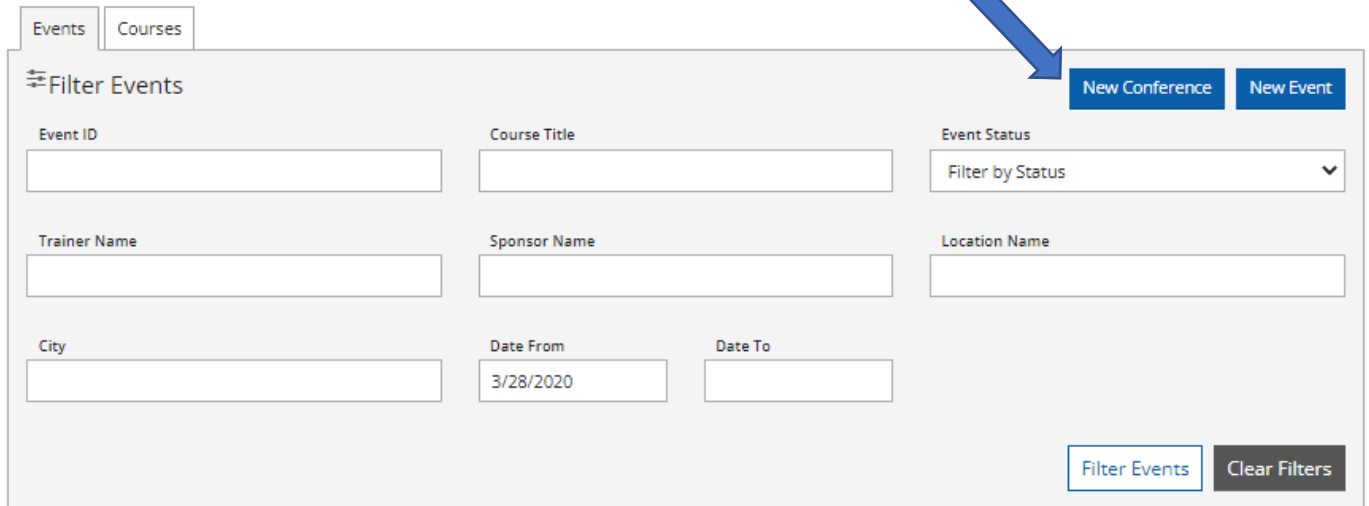
Contact Us

MiRegistry Home

Logout

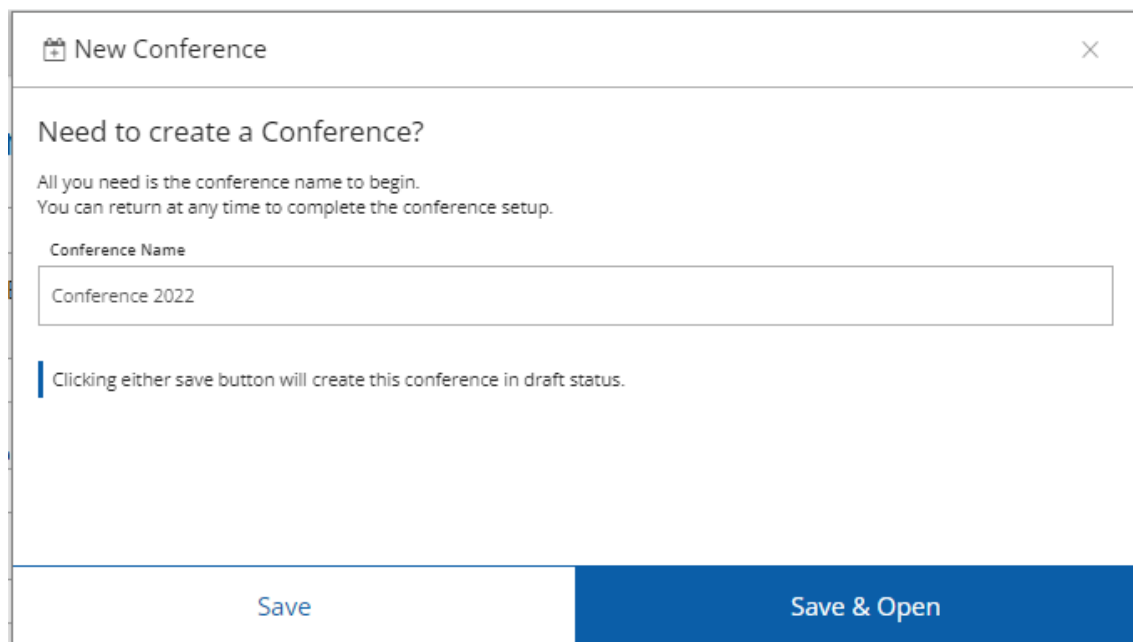
1. From the organization profile, hover over the black sidebar and choose **TRAINING ENTRY**.

Training Entry: Training Center



The screenshot shows the 'Filter Events' section of the Training Center interface. It includes tabs for 'Events' and 'Courses'. The 'Filter Events' panel contains several input fields: Event ID, Course Title, Event Status (a dropdown menu currently set to 'Filter by Status'), Trainer Name, Sponsor Name, Location Name, City, Date From (pre-filled with '3/28/2020'), and Date To. At the bottom right of the filter panel, there are two buttons: 'Filter Events' and 'Clear Filters'. A blue arrow points to the 'New Conference' button located in the top right corner of the filter panel.

1. From the events tab, click the **NEW CONFERENCE** button.
2. If you do not see a **NEW CONFERENCE** button, please email support@miregistry.org.



The screenshot shows the 'New Conference' dialog box. It has a title bar with a close button. The main content area asks 'Need to create a Conference?' and provides instructions: 'All you need is the conference name to begin. You can return at any time to complete the conference setup.' Below this is a text input field labeled 'Conference Name' containing the text 'Conference 2022'. A note below the input field states: 'Clicking either save button will create this conference in draft status.' At the bottom of the dialog, there are two buttons: 'Save' and 'Save & Open'. A blue arrow points to the 'Save & Open' button.

1. Enter the name of the conference and click **SAVE & OPEN**.

Conference Details

#88987

Conference 2022

▲ The date for this event has not yet been entered.

⊗ This event will NOT show in public search results.

Submit Conference

⚙️ Conference ▾

Status Draft

🕒 Created 03/28/2022 / 👤 by Jennifer Jones

Roster

👤 Attendees 0



Conference Details

Manage

📘 Conference Details Not Entered

Click Manage to enter the location, dates, and other details for this conference.

Contact Information

👤 Jennifer Jones

✉️ registrymichigan+jenjones@gmail.com

📍 Address 123 Street Ave. / City Fitchburg / State MI / Zip 48002

1. In the Conference Details section, click the **MANAGE** button.

Conference Details

Show this conference in public search results

Yes No

• Selecting "Yes" will display this conference in public search results when approved, even if registration is not yet available.

Name

Start Date

End Date

Overview

B I U

Two-Three sentence conference overview.

Location

Virtual Conference

Begin typing the address or location name to search your saved locations

Search Saved Locations

1. In the first part of the conference details page, you can choose to show the conference on the statewide training calendar or keep it private (this can be updated at any time). We highly recommend keeping the conference private until after the conference is approved and you are able to confirm that the registration settings are set up properly.
2. Next, you will enter the start date and end date of the conference, the conference overview, and the location. The conference module does allow for a virtual option that allows for a web address to be entered, similar to event entry.

Contact Information

Contact Name: Jennifer Jones | Email Address: registrymichigan@jenjones@gmail.com

Country: United States

Address: 123 Street Ave.

Zip Code: 48002 | City: Fitchburg | State: MI

Phone: e.g. (201) 555-0123 | Fax: e.g. (201) 555-0123 | Website: Enter Website URL

Additional Contact Information: Enter Additional Contact Information

Maximum of 500 characters

Save | Close

1. The contact information will be pulled from the organization account but can be edited.
2. Once all the information is entered, click the **SAVE** button.

Conference Registration

Conference Registration

Registration Not Configured.
Registration must be configured for this conference.

Manage

1. Click the **MANAGE** button.

Registration

Is Online Registration Required?

Yes No

Select "No" if you would like attendees to register through a site other than Michigan Registry.

Registration Page Link:
<https://miuat.newworldnow.com/v7/conferenceevents/88987/register>

Max Number of Attendees

Enter Max Number

Registration options for this conference will be set up separately.

1. Online registration through our system is available for organizations who either have a Stripe account created and connected or have agreed to the terms and conditions and enabled alternative payments on the organization settings tab. If your conference is fee-based, a Stripe account must be created and connected.
2. Choose 'Yes' if you want to utilize online registration through our system and enter the max number of participants.
3. If you do not want to use online registration in our system, you can choose 'No' and enter an outside registration page link.
4. The Registration Page Link can be sent to providers to register.
5. Once the page is filled out, click the **SAVE** button at the bottom of the page.

Conference Sessions

Sessions

[+ Session](#)

Thursday, June 2, 2022	0 Sessions
Friday, June 3, 2022	0 Sessions

1. The Sessions section will allow you to begin entering sessions under the days of your event.
2. Click the **+SESSION** button.

What kind of Session is this?

Session type will determine if the attendees of this session will receive credit toward their professional development career ladder.

Training Session

Select "General Session" if NO training hours will be counted for this session.

Session Detail

Name
Child Development

Virtual Session

Location
Room 1

Date Start Time End Time
Thursday 06/02/2022 09:00 AM 11:00 AM

Overview
B I U [link icon] [list icon] [link icon]
Enter Overview

Required

1. There are two types of sessions listed. **General sessions receive no training hours** and training sessions receive training hours.
2. Enter the name, location, date, time, and overview of the session. It will also allow you to choose a virtual option.

Attendance

Verified Attendance Required?

Yes No

Select "No" if this session does not require attendance tracking.

Capacity

Enter Capacity

Registration fee for this session will be set up separately.

Trainer

Trainer Required

At least one trainer is required for training sessions.

+Trainer

Training Language

Language

English

The training language will be the primary language spoken for this session.

1. We recommend that attendance be verified per session. This will allow participants to receive credit based on the sessions they attend.
2. Similar to regular events, approved trainers and non-approved trainers can be added to the sessions.

Course Detail

Attendees of training sessions will have the hours entered for the session applied to their training hours.

Course Type

General Training

Course Level

Developing

Course Category

Infant

Training Hours

002h : 00 mins

1. Select the course level and course category. Only one course category can be chosen.
2. Enter the training hours. All sessions must be at least 1 hour in length.

Core Competency Areas

Indicate which early childhood and/or school-age Core Competency area(s) the course is targeting. It is recommended that no more than two are selected to reflect the primary and secondary areas of focus. Click [here](#) for more information on Michigan Core Knowledge and Core Competencies for the Early Care and Education Workforce.

Click [here](#) for more information on the National AfterSchool Association Core Knowledge and Competencies for AfterSchool and Youth Development Professionals.

ECE - Child Development ?	Hours <input type="text"/>
ECE - Interactions and Guidance ?	Hours <input type="text"/>
ECE - Teaching and Learning ?	Hours <input type="text"/>
ECE - Observation, Documentation, and Assessment ?	Hours <input type="text"/>
ECE - Health, Safety, and Nutrition ?	Hours <input type="text"/>
ECE - Family and Community Engagement ?	Hours <input type="text"/>
ECE - Professionalism ?	Hours <input type="text"/>
ECE - Management ?	Hours <input type="text"/>
School Age - Child/Youth Growth and Development ?	Hours <input type="text"/>
School Age - Learning Environments and Curriculum ?	Hours <input type="text"/>
School Age - Child/Youth Observation and Assessment ?	Hours <input type="text"/>
School Age-Relationships and Interactions with Children and Youth ?	Hours <input type="text"/>

1. The core competencies are designated based on the session hours. For sessions over one hour, multiple core competencies can be chosen. For full/even hour sessions, all core competencies must be at least an hour each. For sessions ending in .25, .5, or .75, one core competency can be under an hour.
2. Early childhood and school age core competency areas are listed and the CDA areas will auto-select based on the early childhood core competencies chosen.
3. Once the session information is completely filled out, click the **SAVE** button at the bottom.
4. Sessions can be edited, cancelled, and added at any time.

Registration Options

Registration Options

[+Option](#)

⚠ No Registration Options Created.

1. Click the **+OPTION** button to add registration options.

Registration Option





Registration Name
Presenter Registration

Base Registration Fee
25.00

Registration Starts
05/04/2022

Registration Ends
06/01/2022

Use Coupon Code?
Enter Coupon Code
Required

Registration Description
B I U    
Enter Registration Description

1. If the conference is free, you can enter 0.00 in the Base Registration Fee field.
2. If the conference is a fee-based training with all attendees paying the same amount, enter the fee information.
3. If the conference has multiple fees based on type of attendee or date of registration, you will enter a registration option for every fee using the coupon code feature. This means that you may have multiple registration options listed at the bottom of the module with different coupon codes attached to that fee. When a registrant enters that coupon code, they will see the fee attached to that coupon code.
4. Please note that coupon codes are only available at this time for the conference module and when you enter the coupon code, it is a code that you will create.
5. Click the **SAVE** button.
6. To enter another fee with a coupon code attached click the **+OPTION** button again.

Submit Conference

#88987

Conference 2022

Thursday, June 2, 2022 - Friday, June 3, 2022

This event will NOT show in public search results.

Submit Conference

Conference

Status Draft

Updated 03/31/2022 / by Jennifer Jones

Created 03/28/2022 / by Jennifer Jones

Roster

Attendees 0

Roster

1. Once all the conference sessions and information are entered, you can click the **SUBMIT CONFERENCE** button at the top.
2. Conferences will be reviewed in 1-3 business days.

Setting Session Registration Options

Registration Options

Registration

Available 10/01/2023 - 10/06/2023

Base Fee
\$0.00

+Option



1. After the conference is approved, access the overall conference event, scroll down and select your registration options section near the bottom of the page.
2. Click the edit icon.

Select applicable sessions that will be included in the registration option.

Only sessions which require registration are shown below.

Additional session fees are optional.

Thursday, June 2, 2022

Child Development

Virtual Session / Type Training Session / Time 9:00 AM - 11:00 AM

2.00 Training Hours

Course Type General Training / Course Level Developing / Course Category Infant

Include all

Enter Fee

Optional Fee

1. In your registration options, scroll down and select the conference sessions that you want attendees to register for. If there are multiple days, you will need to click the **INCLUDE ALL** box by each day of the conference.
2. Click **SAVE** at the bottom of the page.
3. Please note that you will need to complete this step for every registration option that was created.

Conference Details

Show this conference in public search results

Yes No

• Selecting "Yes" will display this conference in public search results when approved, even if registration is not yet available.

Name

Start Date **End Date**

Overview

B I U

Two-Three sentence conference overview:

Location

Virtual Conference

Begin typing the address or location name to search your saved locations

Search Saved Locations

1. If you want the conference to be listed on the training calendar for anyone to sign up for, scroll back up to the top of the conference event and click the **MANAGE** button in the Conference Details section.
2. Update 'Show the conference in public search results' to **YES**.