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### **Did you catch the last Tips for Trainers?**

Download the [December 2021 newsletter](#) and don't miss a beat!

Welcome to *Tips for Trainers*, a quarterly communication that provides guidance for trainers and training sponsor organizations.

This edition highlights some strategies for managing attendance for your training event. The fastest way to mark attendance is by using the MiRegistry app as highlighted below. With the app, you can take attendance and have it verified in the MiRegistry system immediately.

If the app isn't a good fit for you, we have a new feature that will also save time when managing attendance. Now you have the option to upload a roster to MiRegistry and import attendance records in minutes! Read below for more information on how you can try this for your next training event.

As always, if you have any questions, please [contact us](#). We are here to help!

Best Regards,

*The MiRegistry Professional Development Team*

# Uploading Attendance Rosters

Below is a quick look at how you can upload your roster to import your attendance for training events. Be sure to download our [step-by-step support guide](#) for additional tips and guidance.

## Step 1: Getting Started

04/08/2021

Event

The date for this event has been finalized.

Instructor Led Training / 06:30 PM - 08:30 PM  
Classroom Hours 2.00 / Course Level Developing

View Course Details

Event Status

Accepted

Updated 02/05/2021 / by Arika Bumhoffertest

Created 02/05/2021 / by Arika Bumhoffertest

Online Registration Active (02/05/2021)

Roster

Attendees 5

Messages Sent 0

Manage

Roster

Import Attendees

Message Roster

Message History

This event will show in public search results.

Log in to your MiRegistry Profile and open your training event. On the event details page (shown above), click on the **MANAGE** button to open the dropdown menu and click on **IMPORT ATTENDEES**.

## Step 2: Upload Attendance as a .CSV file

Select File

Please remain on this page until the import process is completed and your roster has been updated.

### Need Help Importing Your File?

Sample Import File

In order for your import to be successful please review the following tips for a successful import.

1. Only CSV file types can be imported.
2. The first row of the CSV file must be column headers
3. Only include individuals who were in attendance
4. In order to match imported attendees with potential user accounts we do require some of the below fields to be present:
  - o "First Name"
  - o "Last Name"
  - o "Last, First" Name
  - o "Email"
  - o "Registry ID"
  - o "Phone"
  - o "Zip"

We have also provide a sample import file to help identify desired format and structure.

Click on the **SELECT FILE** button to import your attendance. You are only able to upload your attendance as a .CSV file.

**QUICK TIP:** Not sure what a .CSV file is? We highly recommend clicking the **SAMPLE IMPORT FILE** button to download a sample .CSV template to get started.

### Step 3: Import Data into the MiRegistry System

Imported Field Column Email	Field Match Email
Imported Field Column Phone	Field Match Phone
Imported Field Column Zip Code	Field Match Zip

Import Data Close

After you upload the file and import the data, you will be asked to match a minimum of 2 fields from your .CSV spreadsheet with the fields from the MiRegistry system.

**QUICK TIP:** We highly recommend using Registry ID number, Name (first name and last name count as one field combined), and Email.

### Step 4: Review Your Attendance

## Active Roster

Removed Attendees (0)

+Attendee

Registry ID	Name Address	Phone	Type	Registered	Paid	Attended	
11288	<a href="#">Ablinest, Sarah</a> 19269 BILTONEN RD Homer, MI 49946-8406	(248) 767-4251		<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
67088	<a href="#">Abrahamstest, Megan</a> 718 W IONIA ST Kingsford, MI 48915-1898	(866) 414-6915		<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
56650	<a href="#">Aldrichtest, Johnnie</a> 8140 WINANS LAKE RD Detroit, MI 48116-8222	(517) 392-2956		<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Email Attendees

Update Attendance

Review your **Import Results** to make sure the information you uploaded is accurate and complete.

For more information including step-by-step guidance and pictures, be sure to download our support guide.

[Download Support Guide](#)

## Mobile App

Want to take your attendance instantly? Consider using the MiRegistry Mobile App. The app allows you to easily take attendance on your smart phone or mobile device. Download the FREE app today!

**GET THE APP NOW:**

[Google Play](#) or [App Store](#)

### How the Mobile App Works

The MiRegistry Mobile App can be used by anyone with a MiRegistry account.

**Trainers** can use the app to access their training events and take attendance.

**Event Attendees** can use the app to access their MiRegistry ID number and



a personalized QR code that can be scanned by trainers to take attendance.

You can use the app to take attendance by any of the following options:

1. Scanning an attendee's QR code. Attendees can access their QR code by using the MiRegistry Mobile App or opening the e-ID report located on the Reports page of their MiRegistry Profile.
2. Entering an attendee's MiRegistry ID number.
3. Verifying online registration (online registration is only available to training sponsor organizations).

[Download the Online Support Guide](#)

## By the Numbers

Since first launching in 2018, MiRegistry has seen rapid growth. We proudly support you and everyone in the Early Childhood and Out of School Time Workforce.

The following information reflects MiRegistry data as of February 1, 2022.

# 1,634

**The number of MiRegistry approved trainers.**

# 890

## The number of approved Training Sponsor Organizations.

Materials for MiRegistry were developed in part with federal funds awarded to the Michigan Department of Education. [The Michigan Department of Education is an equal opportunity provider.](#)

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