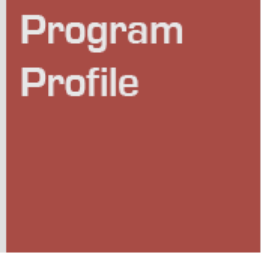

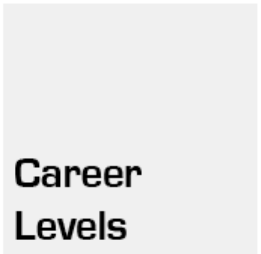
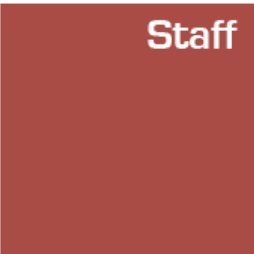


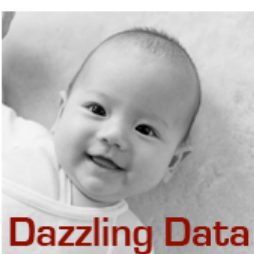
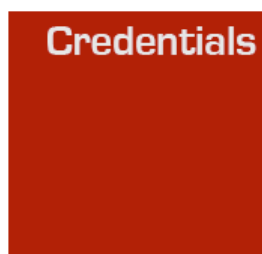


## How To Schedule a Training Event.


1. Go to [www.the-registry.org](http://www.the-registry.org)



 <p><b>Members</b></p>	 <p><b>Program Profile</b></p>	 <p><b>Search For Training</b></p>	 <p>Recognizing Excellence... Advancing Careers <b>The Registry</b></p>	
 <p><b>Current Processing Time</b></p> <p>We are currently processing <b>complete</b> applications received on 12/02/2014</p>	 <p><b>Job Board</b></p>	 <p><b>Career Levels</b></p>	 <p><b>Staff</b></p>	 <p><b>Resources</b></p>
 <p><b>Professional Development Approval System</b></p>		 <p><b>Sign-In/Join</b></p>	 <p><b>Dazzling Data</b></p>	 <p><b>Credentials</b></p>

Click SIGN IN.

## 2. Sign In



1

### Individual Profile Sign In

user id

password

GO

### Program Profile Sign In

program id  
1383

password

GO

[Forgot user id or password?](#)

Join as a...

- Individual
- Trainer
- Consultant
- Program for Children or Training Sponsor

1. Sign into to either your Organization/Program Account or into your Individual Account.

## 3. Choose The Course to be Scheduled

### Training Entry: The Registry

Events Courses **1**

Course Type:

Course Status:

Pending trainers:

Include All Expired Courses

**2**

**3**

Course	Title	Course Status	Date	Expires	Trainers	Events
220680	2014 PDAS Summit	Expired		11/25/2014		
220681	2014 PDAS Summit	Expired		11/25/2014		
220682	2014 PDAS Summit	Expired		11/25/2014		1
225471	2014 PDAS Summit	Approved	1/4/2015	1/4/2018		
217528	2014 Registry Graduation Ceremony	Approved		11/25/2014		1

1. Click on the COURSE tab.
2. You can search for your course by name or course number. **NOTE:** *The course number is not the same as the Event ID.*

3. Choose the course to be scheduled. The course must be Approved and not Expired.

## 4. Schedule The Event

### Course Details

1 [Schedule Event](#) [Exit Details](#)

#### 2014 PDAS Summit

Course ID: 225471

Entered By: 1/4/2015 6:40 PM  
Luanne Platt  
The Registry  
5900 Monona Drive #205  
Madison, WI 53716

Updated: 1/4/2015 8:11 PM  
Jere Walden

#### Course Notes (0)

No Notes Exist

End Date: 1/4/2018

Description:

Featured Speaker:

How often in our work do we see educators grab at the latest fad to try and help them tame challenging behavior only to be frustrated and still dealing with that exasperating behavior days or weeks later? Do we see programs which say they believe one thing but you see something else in action when you are there? Given the fast pace of our work, how do we find ways to support educators to consistently work in ways that support their values and beliefs? We start by investing the time needed to examine beliefs and values, and then identifying aligned practices to keep us (and them) on track. We each have a vision for our programs, our work, and of what kind of educators and trainers we want to be – join us for this interactive workshop which helps you support programs making that vision a reality.

1. Click SCHEDULE EVENT.

## 5. Choose Trainer

### Event Entry

1. Select Course

2. Trainer & Sponsor

3. Location, Date & Time

4. Healthy By Design

5. Registration & Contact Info


[Cancel](#)

#### Event Funder

Training Funded By:

#### Trainer Details

1 [Add Trainer](#)

 No trainers selected

#### Training Language

Select Language:

2

[<< Previous](#)

3 [Next >>](#)

1. If you created an authorized individual trainer list, they will be in a Drop-Down list. If not, you may add the trainer at this time. **NOTE:** *You can add trainers to an authorized trainer list at any time by opening the course and clicking on the "Approved Trainer" tab.*

2. Choose the TRAINING LANGUAGE used for the training from the drop down menu.
3. Click NEXT.

## 6. Share the Administrative Access

**Event Entry**

1. Select Course    **2. Trainer & Sponsor**    3. Location, Date & Time    4. Healthy By Design    5. Registration & Contact Info

[Cancel](#)

**Event Funder**

Training Funded By:

**Trainer Details**

[Add Trainer](#)

Trainer ID	Name	
781	Jere Wallden	<input checked="" type="checkbox"/> Has administrative access to this event <a href="#">Edit</a>

**Training Language**

Select Language:

[<< Previous](#)    [Next >>](#)

1. Check this box if you wish to share the administrative tasks with this trainer. The trainer will be able to:
  - \* Enter the roster
  - \* Reschedule the event - You will be notified each time it is scheduled and the event will appear on your account.
  - \* Both you and the trainer will receive all notifications and reminders
  - \* The designated trainer **will not** be able to edit the course

## 7. Location and Dates

### Event Entry

1. Select Course      2. Trainer & Sponsor      **3. Location, Date & Time**      4. Healthy By Design      5. Registration & Contact Info

Cancel

#### Event Location:

Location: Classroom

Location Name\*: **1**

Address\*:

Country: United States

Zip\*:  City\*:  State\*: WI

County\*: -- Select County --

#### Event Date/Time:

Self Paced:  No  Yes

Start Date\*:  **2** End Date\*:

Start Time:  End Time:

Addl. Date/Time Info:

<< Previous

**3**

Next >>

1. Enter the Location.
2. Enter the Date and Time.
3. Click NEXT.

## 8. Healthy By Design

### Event Entry

1. Select Course      2. Trainer & Sponsor      3. Location, Date & Time      **4. Healthy By Design**      5. Registration & Contact Info

[Cancel](#)

**Healthy By Design Program:**


Set your training apart with the Healthy By Design logo. This program is designed to encourage a new, higher standard of health and wellness. by establishing guidelines for those sponsoring events, attendees can be

**To Qualify For Healthy By Design endorsement**

While no two events are exactly the same, there are [five health standards](#) that must be met for an event to be recognized as Healthy by Design. Embracing these standards symbolizes your commitment to the health of your students, instructors, attendees and peers.

This Event is Healthy By Design:  No  Yes

**1**



[<< Previous](#)      **2**      [Next >>](#)

1. If this is a **Healthy by Design** event check YES. You will be asked five additional questions. For more information, visit: <http://www.the-registry.org/PDAS/HealthyByDesign.aspx>
2. Click NEXT.

## 9. Registration

**Event Registration and Fees:**

Registration Required:  No  Yes **1**

Register Online? **1**

You will be able to modify the online registration settings immediately upon submitting this event for approval

Max Number of Participants:

Registration Start Date:

Registration End Date:

Show this event in public search results

**Contact Information:**

Contact Name:

Address:

Country:

Zip\*:  City:  State:

Phone:

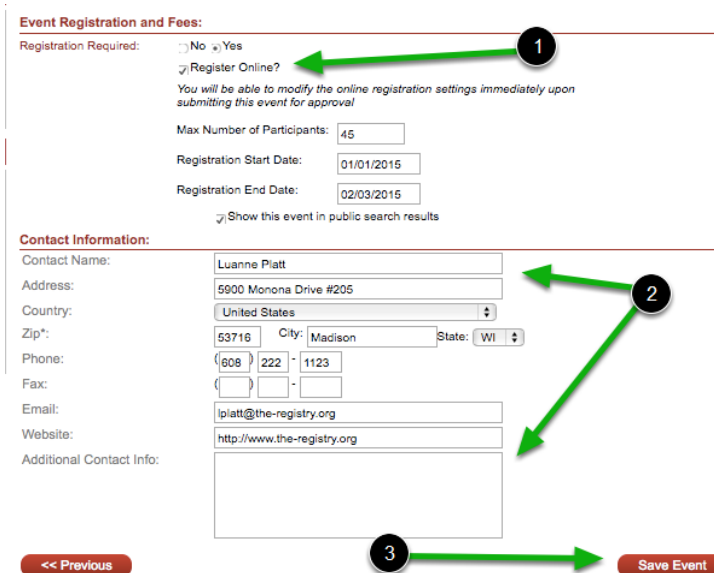
Fax:

Email:

Website:

Additional Contact Info:

[<< Previous](#)      **3**      [Save Event](#)



1. Click here to use the Registry Online Registration. You will set up this later. **NOTE: You will not have this option unless you are an organization with a Premium account level.**
2. Check the contact information and change if necessary.

3. Click **SAVE EVENT**. **THIS WILL AUTOMATICALLY BE LISTED ON THE TRAINING CALENDAR. NO FURTHER APPROVAL IS NECESSARY.**