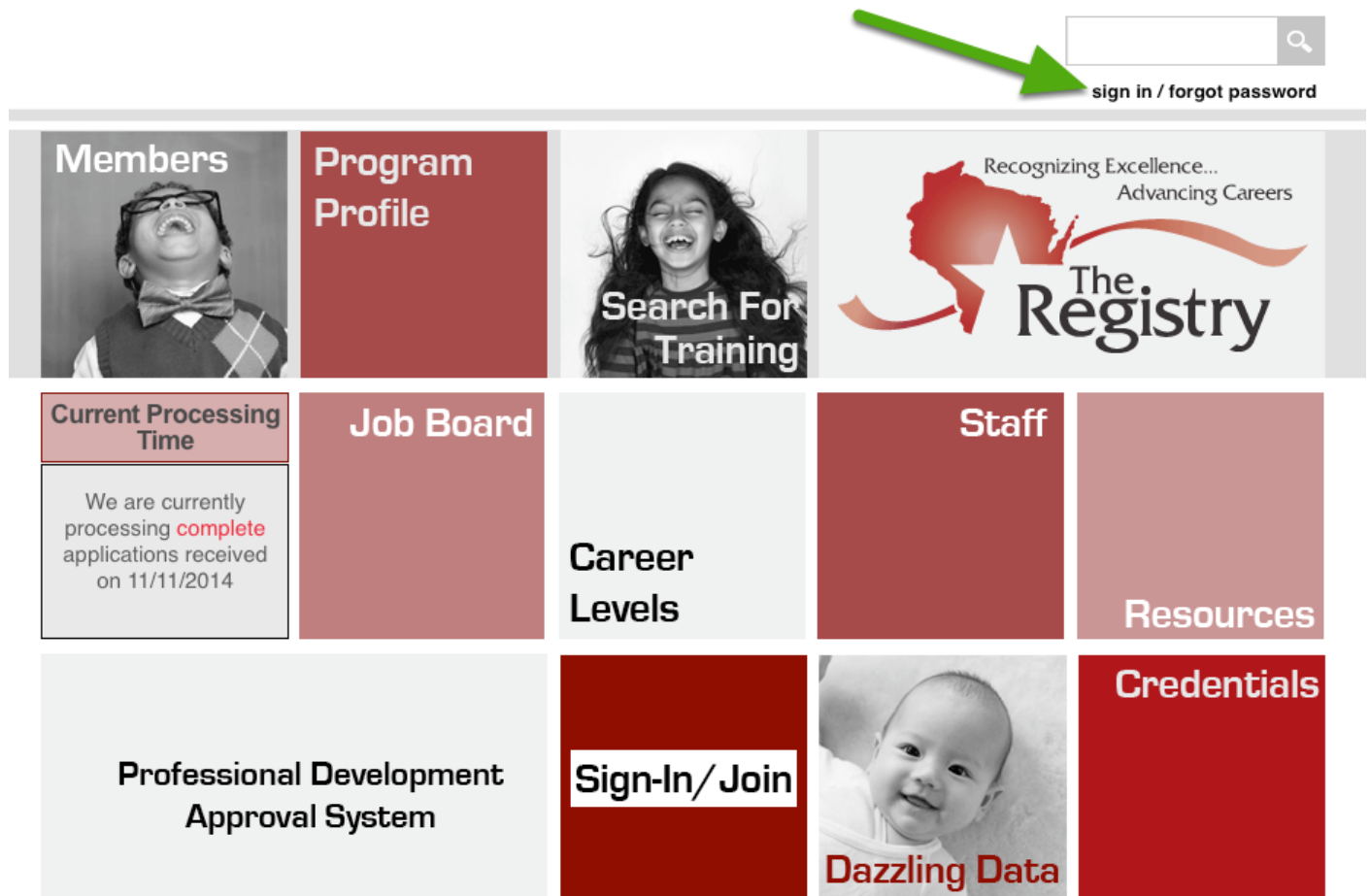


How to Create an Organization Account - Program for Children

Create a free organization account so you can fill out a Program Profile (required for YoungStar participation), gain access to reports and organize important program information and training events. Organization accounts are available to programs that serve children and training sponsors.

1. Go to www.the-registry.org



The Registry website homepage features a navigation bar with a search box and a "sign in / forgot password" link. A green arrow points to this link. Below the navigation bar is a grid of menu items:

- Members (with image of a boy)
- Program Profile
- Search For Training (with image of a girl)
- The Registry logo (with tagline "Recognizing Excellence... Advancing Careers")
- Current Processing Time (with text: "We are currently processing complete applications received on 11/11/2014")
- Job Board
- Career Levels
- Staff
- Resources
- Professional Development Approval System
- Sign-In/Join
- Dazzling Data (with image of a baby)
- Credentials

Click SIGN IN.

2. Join as Program for Children



**Individual Profile
Sign In**

user id

password

GO

**Program Profile
Sign In**

program id

password

GO

[Forgot user id or password?](#)

Join as a...

Individual

Trainer

Consultant

**Program for Children
or Training Sponsor**



Click PROGRAM FOR CHILDREN or TRAINING SPONSOR.

3. Contact Information

Organization Registration

Please fill out the form below to register your organization. Fields marked with * are required. Use the [Contact Us](#) form if you have any questions or concerns about the organization registration process.

Contact Information

First Name*: Last*:

Email Address*:

Phone: () - Ext.:

Supply the contact information for the account.

The person listed here will be the owner of this account and able to assign staff as additional administrators.

4. Organization Registration Type

Are you a Registered Early Care or School Age Program?

Choose "Yes" if your organization is registered with the State of Wisconsin as one of the following program types:

- Licensed Group
- Licensed Family
- Certified Family
- Public School : Exempt Program

- Yes, this organization provides direct care and/or education to children
- No, this organization does not provide direct care and/or education to children

2

Next »

1. If your program is registered with the State of Wisconsin to provide direct care to children check YES.

2. Click NEXT.

5a. Organization Identification

Organization Identification

You indicated that this organization provides early learning and/or school age care to children. Let's gather some identifying information for this organization. **Answer Yes or No to all questions.**

Are you a Licensed Group Program or a Licensed Family Child Care Program?

Provide your License Number below. YoungStar participants will answer yes to either this question or the "Are you a Certified or Public School: Exempt Program".

Yes

Enter your license number (required):

No

Are you a Certified or Public School: Exempt Program?

Provide your Certification Number below. YoungStar participants will answer yes to either this question or the "Are you a Licensed Group Program or a Licensed Family Child Care Program".

Yes

Enter your Certification Number (required):

No

Are you a Head Start grantee or Head Start site?

If your organization receives Head Start funding to offer direct services to children and families, please indicate whether your organization is the grantee (primary recipient of the Head Start dollars) or a Head Start site (a site selected by the grantee to be the physical host for Head Start supports).

Yes. Please specify your organization type:

Head Start Grantee

Head Start Site

Select your Head Start grantee (required):

No

Are you a child care program in partnership with Head Start?

If you are a child care program that partners with Head Start, select the Head Start grantee.

Yes

Select your Head Start grantee (required):

Answer YES or NO to all questions so we can best determine your specific program type. Click NEXT.

5b. Organization Identification

We found the following program data using the identification numbers you provided. Confirm the program(s) found are correct.

Abc Child Care Center

1

Contact:
Licensed Facility #:
Effective:

« Previous

2

Next »

1. Review your information.
2. Click NEXT to confirm the information is correct.

6. Organization Type

Organization Type

Program Type*:

If you apply for YoungStar this will be your track number.

-- Select Track --

1

Training Sponsor Organization

2

Check if your organization is a sponsor of training events. Doing so will allow you to enter training events into the system.

Training Qualifications

Request permission to offer trainings that include the qualification(s) you select below.

Qualifications:

3

Badge

Test Qualification for YoungStar

Consulting Organization

4

Check if your organization provides consulting services for Regulated Care programs. Doing so will allow you to enter consulting events and assessment scores into the system.

Program Accreditation:

Select the accreditations your program holds:

-- Select Accreditation --

Add

5

City of Madison Certification

6

ID Number

Effective Date

Expiration Date

[Remove](#)

« Previous

7

Next »

1. Choose your program's YoungStar track from the drop down menu.
2. If interested, check the Training Sponsor Organization box.
3. Check the training qualifications you'd like to offer.

4. If interested, check the Consulting Organization box.
5. If your program is accredited, choose your accreditation type from the drop down menu and click ADD. If your program is not accredited, do not make a selection.
6. Fill in the required accreditation information.
7. Click NEXT.

7. Program Capacity

Program Capacity:

Estimate your current capacity. Total capacity will reflect information on your DCF facility record.

Number of Classrooms / Groups:

	<input type="text" value="0"/>
Infants (0-12 months):	<input type="text" value="0"/>
One Year Olds (13-24 months):	<input type="text" value="0"/>
Two to Two and half (25-30 months):	<input type="text" value="0"/>
Two and a Half to Three - (31-36 months):	<input type="text" value="0"/>
Three Year Olds - (37-48 months):	<input type="text" value="0"/>
Four Year Olds (49-60 months):	<input type="text" value="0"/>
Five Year Olds (61-72 months):	<input type="text" value="0"/>
Elementary (K-5th grade):	<input type="text" value="0"/>
Middle (6th-8th grade):	<input type="text" value="0"/>
Secondary (High School):	<input type="text" value="0"/>
Adults:	<input type="text" value="0"/>

« Previous

2

Next »

1. Fill in your estimated capacity (not current enrollment) for each age group.
2. Click NEXT.

8. Organization Address

Organization Address

Organization Name*:

Physical Address

Address Line 1*:

Line 2:

Country:

Zip*: City*: State*:

County*:

Mailing Address Same as physical address

Address Line 1*:

Line 2:

Country:

Zip*: City*: State*:

County*:

Phone*:

Fax:

Web Site:

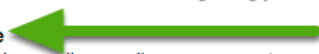
Additional Info: Enter any additional information about your organization that you would like to appear on this web site.

Review your contact information and make any corrections or additions.

9. Communication Preferences

Communication Preferences

The Registry sends occasional newsletters, updates and special offers. If you do not wish to receive these, select **Unsubscribe**.

- Unsubscribe**
You will continue to receive emails regarding your account.
- Subscribe**  1
You will receive emails regarding your account.

[« Previous](#)

2

[Submit](#)

1. Select your communication preferences. You will be able to change this in the future.
2. Click SUBMIT.

10. Successful Registration

Thank You For Registering Your Organization!

Your application has been submitted for review. When approved you will receive your login credentials via email. If you are registering as a sponsor organization, you will then be able to sign in and access the organization maintenance features and begin entering training events.

The approval process may take 1-3 business days. If you have any questions, or do not hear from us within three business days, please use the [Contact Us](#) form to request assistance.

That's it! Once your account is approved, your login information will be emailed to you so you can start using your account.