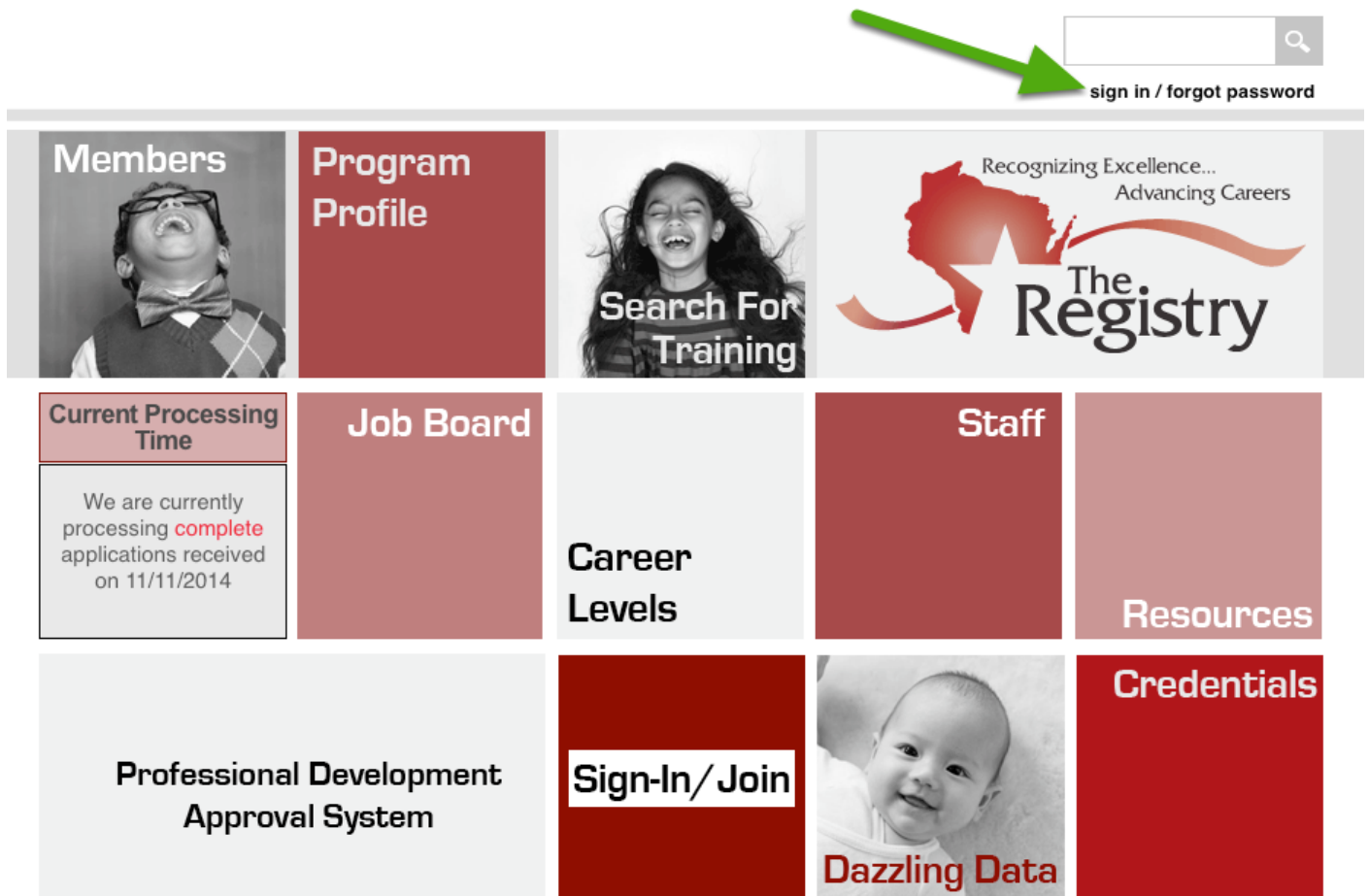


How to Create an Organization Account - Training Sponsor

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 a Training Sponsor



<p>Individual Profile Sign In</p> <p>user id <input type="text"/></p> <p>password <input type="password"/></p> <p>GO</p>	<p>Program Profile Sign In</p> <p>program id <input type="text"/></p> <p>password <input type="password"/></p> <p>GO</p>
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[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. Organization Registration

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.:

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



1

2

Next »

1. If your program does not provide direct care to children check NO.
2. Click NEXT.

4. Organization Type

Organization Type

Please indicate your organization's primary purpose.

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

3

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

Qualifications:

- 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.

« Previous

5

Next »

1. Choose your organization type 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. Click NEXT.

5. 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:

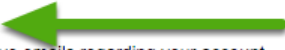
Additional Info: Enter any additional information about your organization that you would like to appear on this web site.

Fill in your contact and organization information.

6. 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.

7. 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.