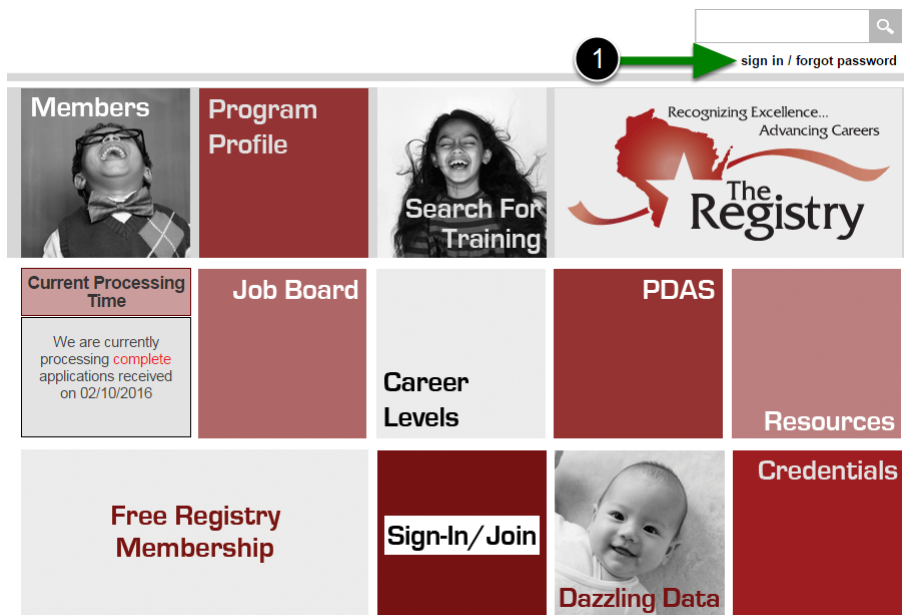


## Rescheduling Events

**Please note:** *The rescheduling tool is for upcoming events only.* For more information on scheduling an event, view the online manual [How to Schedule a Training Event](#).

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



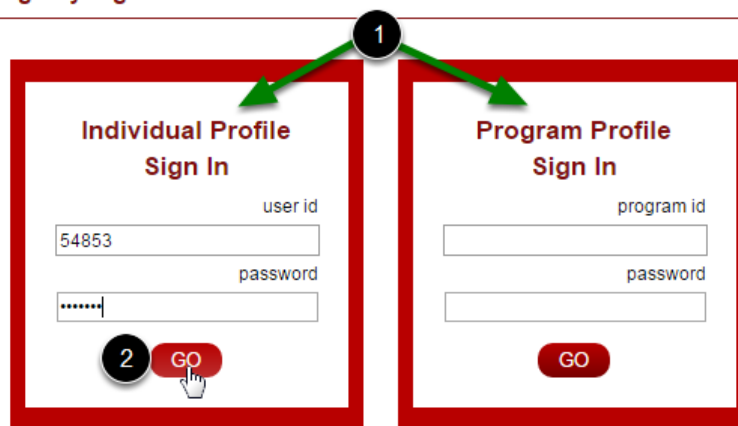
The screenshot shows the homepage of The Registry website. At the top right, there is a search bar and a link for "sign in / forgot password". A red circle with the number "1" and a green arrow points to this link. The main navigation area consists of several tiles: "Members" (with a photo of a man), "Program Profile", "Search For Training" (with a photo of a girl), and the main logo "The Registry" with the tagline "Recognizing Excellence... Advancing Careers". Below this are tiles for "Current Processing Time" (with a message about application processing), "Job Board", "Career Levels", "PDAS", and "Resources". At the bottom are tiles for "Free Registry Membership", "Sign-In/Join", "Dazzling Data" (with a photo of a baby), and "Credentials".

1. Click SIGN IN.

## 2. Sign In



### The Registry Sign In



The screenshot shows two sign-in options: "Individual Profile Sign In" and "Program Profile Sign In". A red circle with the number "1" is positioned above the two forms, with green arrows pointing to each. The "Individual Profile Sign In" form has a "user id" field containing "54853" and a "password" field with masked characters. A red circle with the number "2" is next to a "GO" button, which has a mouse cursor over it. The "Program Profile Sign In" form has a "program id" field and a "password" field, with a "GO" button below them.

[Forgot user id or password?](#)

Join as a...

Individual

Trainer

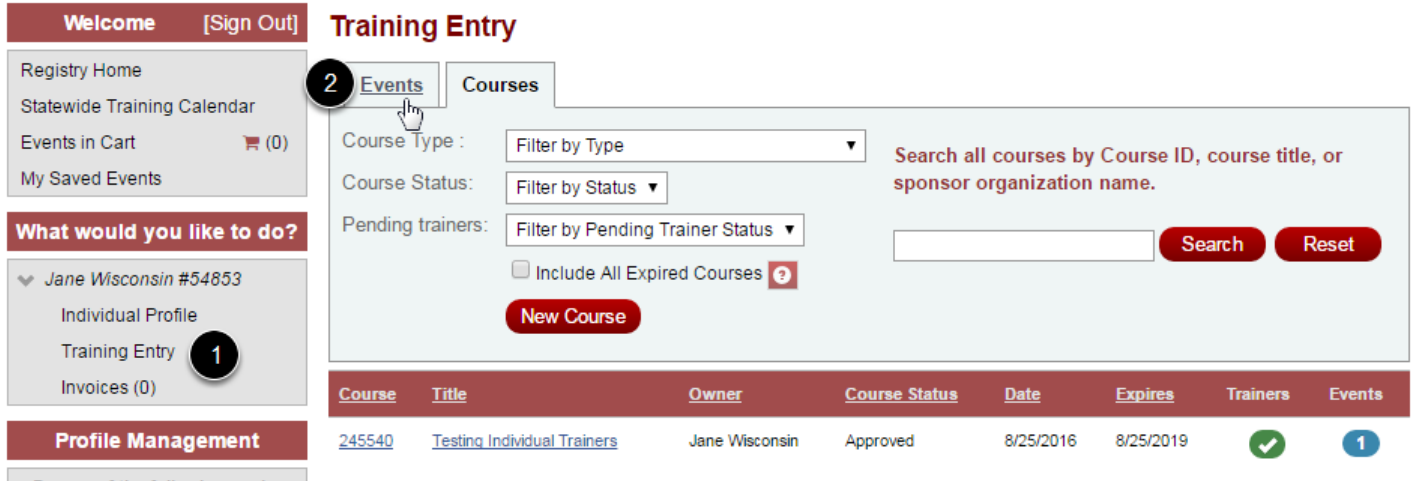
Consultant

Program for Children  
or Training Sponsor

1. Sign in with either your Individual Account or Organization/Program Account.

NOTE: Though this manual is from the individual trainer's perspective, the steps to reschedule your event are the same for individuals and organizations.

### 3. Training Entry



**Welcome** [Sign Out] **Training Entry**

Registry Home  
Statewide Training Calendar  
Events in Cart (0)  
My Saved Events

**What would you like to do?**

Jane Wisconsin #54853  
Individual Profile  
Training Entry **1**  
Invoices (0)

**Profile Management**

**2** **Events** Courses

Course Type : Filter by Type  
Course Status: Filter by Status  
Pending trainers: Filter by Pending Trainer Status  
 Include All Expired Courses ?  
**New Course**

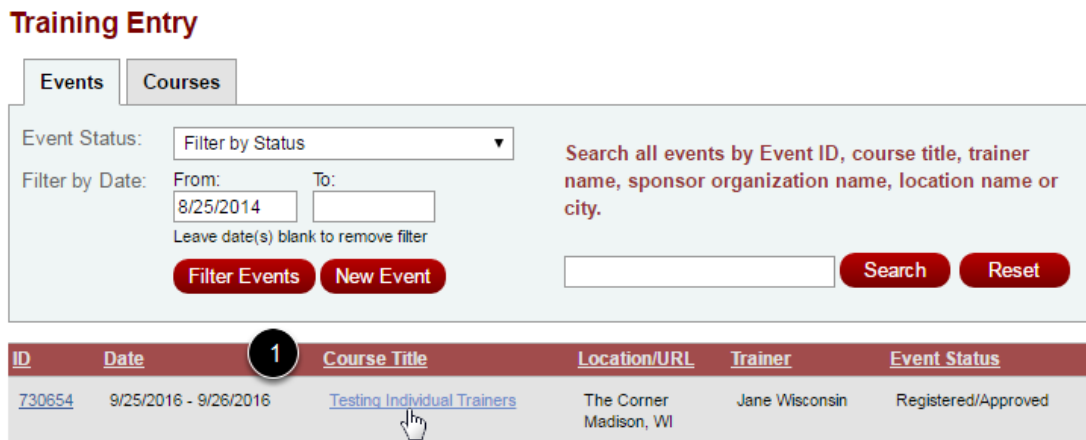
Search all courses by Course ID, course title, or sponsor organization name.

**Search** **Reset**

Course	Title	Owner	Course Status	Date	Expires	Trainers	Events
<a href="#">245540</a>	<a href="#">Testing Individual Trainers</a>	Jane Wisconsin	Approved	8/25/2016	8/25/2019		<b>1</b>

1. Make Sure you have selected TRAINING ENTRY.
2. Click the EVENTS tab.

### 4. Your Event



**Training Entry**

**1** **Events** Courses

Event Status: Filter by Status  
Filter by Date: From: 8/25/2014 To:   
Leave date(s) blank to remove filter  
**Filter Events** **New Event**

Search all events by Event ID, course title, trainer name, sponsor organization name, location name or city.

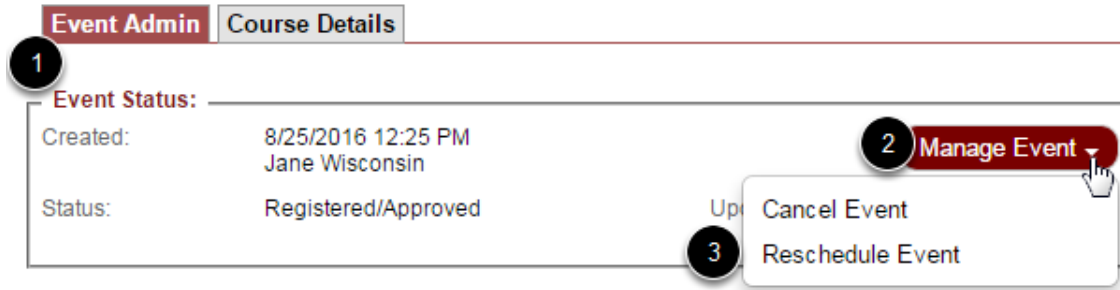
**Search** **Reset**

ID	Date	Course Title	Location/URL	Trainer	Event Status
<a href="#">730654</a>	9/25/2016 - 9/26/2016	<a href="#">Testing Individual Trainers</a>	The Corner Madison, WI	Jane Wisconsin	Registered/Approved

1. Click on the event you would like to reschedule.

**NOTE:** You may only reschedule upcoming events. You may not reschedule past events since they have already occurred. If you would like to duplicate an event that hasn't expired, open the event details and the **DUPLICATE EVENT** button.

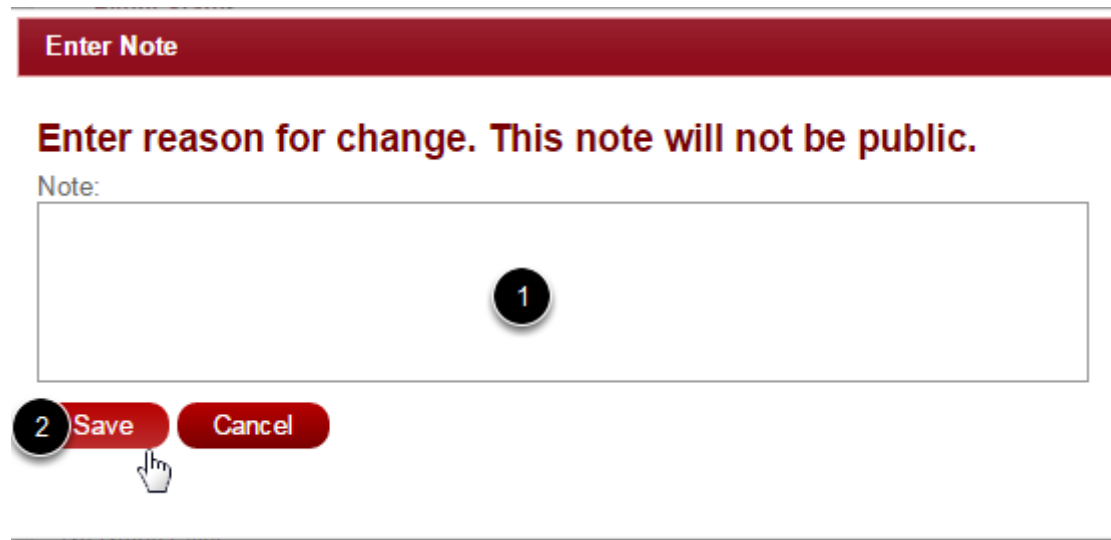
## 5. Managing Your Event



The screenshot shows the 'Event Admin' tab selected. Under 'Event Status', the event is 'Created: 8/25/2016 12:25 PM' by 'Jane Wisconsin' and has a 'Status: Registered/Approved'. A 'Manage Event' button is highlighted with a '2' callout. A dropdown menu is open, showing 'Cancel Event' and 'Reschedule Event' options, with 'Reschedule Event' highlighted by a '3' callout and a mouse cursor.

1. Click on the EVENT ADMIN tab.
2. Click on the MANAGE EVENT button.
3. Select RESCHEDULE EVENT.

## 6. Enter Reason for Status Change



The screenshot shows a form titled 'Enter Note'. Below the title is a red instruction: 'Enter reason for change. This note will not be public.' A text input field is provided for the note, with a '1' callout. At the bottom, there are two buttons: 'Save' (with a '2' callout and a mouse cursor) and 'Cancel'.

1. Type the reason for rescheduling. This is an internal note that will not be visible to the public. This note will help you and/or your organization to keep track of reasons for rescheduling.
2. Click SAVE.

## 7a. Reschedule Event: Unlock Event

Reschedule Event

1

Cancel

Unlock Event

Testing Individual Trainers

EVENT ID: 730654

Sunday, September 25 - Monday, September 26, 2016

(2.00 Hours)

Tier 2

LOCATION

Madison, WI

PRIMARY TRAINER

Jane Wisconsin

1. Click the UNLOCK EVENT button only if you are editing trainers and/or assessments. The saved event will require approval. If you are changing date, time, registration, or contact information, scroll down the page and continue with Step 7b.

## 7b. Reschedule Event: Transfer Attendees

Event Roster: 0 Attendee(s)

1

⚠ There are no attendees to transfer.

1. This applies only to training organizations using online registration. If you are a training sponsor organization and would like to learn more about online registration, contact The Registry at [support@the-registry.org](mailto:support@the-registry.org)

## 7c. Reschedule Event: Updating Details

### Event Location:

Location:	<input type="text" value="Classroom"/>
Location Name*:	<input type="text" value="The Corner"/>
Address*:	<input type="text" value="5900 Monona Drive"/>
Country:	<input type="text" value="United States"/>
Zip*:	<input type="text" value="53716"/> City*: <input type="text" value="Madison"/> State*: <input type="text" value="WI"/>
County*:	<input type="text" value="Dane"/>

### Event Date/Time:

Self Paced:	<input checked="" type="radio"/> No <input type="radio"/> Yes		
Multiple Sessions:	<input checked="" type="radio"/> No <input type="radio"/> Yes		
Start Date*:	<input type="text" value="10/27/2016"/> * End Date*:	<input type="text" value="10/27/2016"/>	
Start Time:	<input type="text"/>	End Time:	<input type="text"/>
Addl. Date/Time Info:	<input type="text"/>		

### 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



### Event Registration and Fees:

Show this event in public search results:	<input type="radio"/> No <input checked="" type="radio"/> Yes
Registration Required:	<input checked="" type="radio"/> No <input type="radio"/> Yes
Registration Fee:	<input checked="" type="radio"/> No <input type="radio"/> Yes

Revise and edit any information on this page.

## 7d. Reschedule Event:

### Contact Information:

Contact Name:	<input type="text" value="Jane Wisconsin"/>		
Address:	<input type="text" value="123 Street"/>		
Country:	<input type="text" value="United States"/>		
Zip*:	<input type="text" value="33333"/>	City: <input type="text" value="Madison"/>	State: <input type="text" value="WI"/>
Phone:	<input type="text" value="(888)"/>	<input type="text" value="888"/>	- <input type="text" value="8888"/>
Fax:	<input type="text" value="()"/>	<input type="text" value=""/>	- <input type="text" value=""/>
Email:	<input type="text" value="jane.wis@example.com"/>		
Website:	<input type="text"/>		
Additional Contact Info:	<input type="text"/>		

1 Reschedule Event

1. Click RESCHEDULE EVENT on the bottom of the page after updating the location, date and time, event registration and/or contact information.

## 8. What's Next

### Reschedule Event

✓ Event Rescheduling Complete

### What's Next?

Your changes have been saved.

1 Finished

1. Your changes have been saved. Click FINISHED to return to the event details.

## 9. Event Status

ID	Date	Course Title	Location/URL	Trainer	Event Status	
<a href="#">730657</a>	9/30/2016	<a href="#">Testing Individual Trainers</a>	The Corner Madison, WI	Jane Wisconsin	Registered/Approved	1
<a href="#">730654</a>	9/25/2016 - 9/26/2016	<a href="#">Testing Individual Trainers</a>	The Corner Madison, WI	Jane Wisconsin	Rescheduled	2

1. Since we only changed the date for this event, it is listed as Registered/Approved. You will want to access this event to enter the attendance roster.
2. Your event has now been rescheduled. Notice that the event (ID #730654) is archived on your Training Entry page with the RESCHEDULED status. You may access this event to view details and/or duplicate this event.