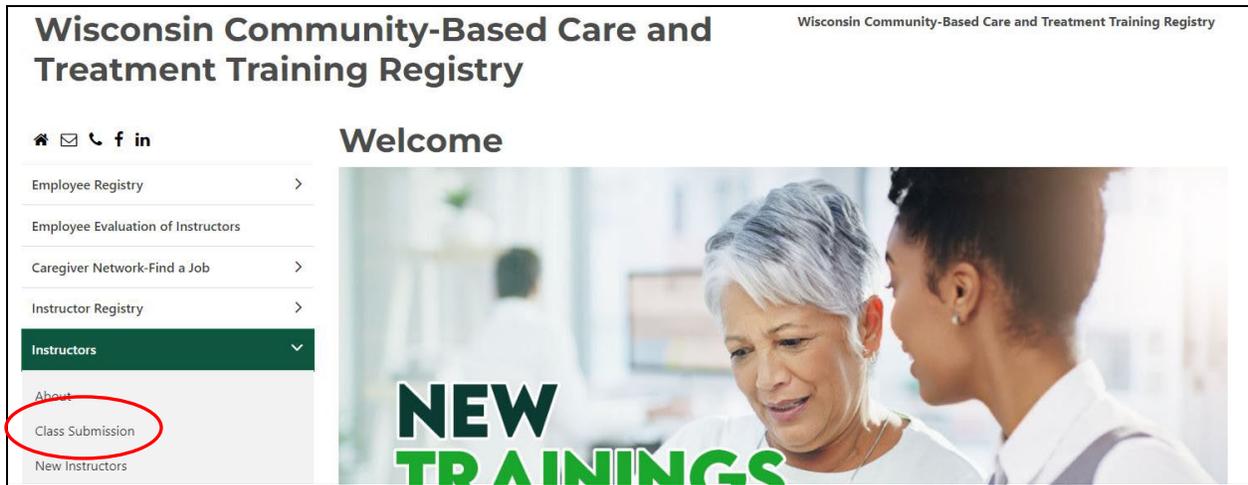


Roster Submission Process

Go to www.uwgb.edu/registry. Before your class occurs, click on “Instructors” on the left side of your screen and then “Class Submission” below that.



Click on the “Submit” button for the type of training you wish to submit your training information for.

Instructor Class Submission

Instructions for Submitting a Class to the Registry

This is a two-step process. Please follow the steps below:

Complete Before Class

1. Click on the appropriate training below to log in. Have your user name and password available.
2. Your personal information will prefill into the form.
3. Add the specifics for the class you have scheduled and click "submit."
4. Within seven business days of submission you will receive a link that is tied to your class, which is where you will enter your roster and pay.



Fire Safety Employee Training

Submit



First Aid and Choking

Submit



Medication Administration

Submit



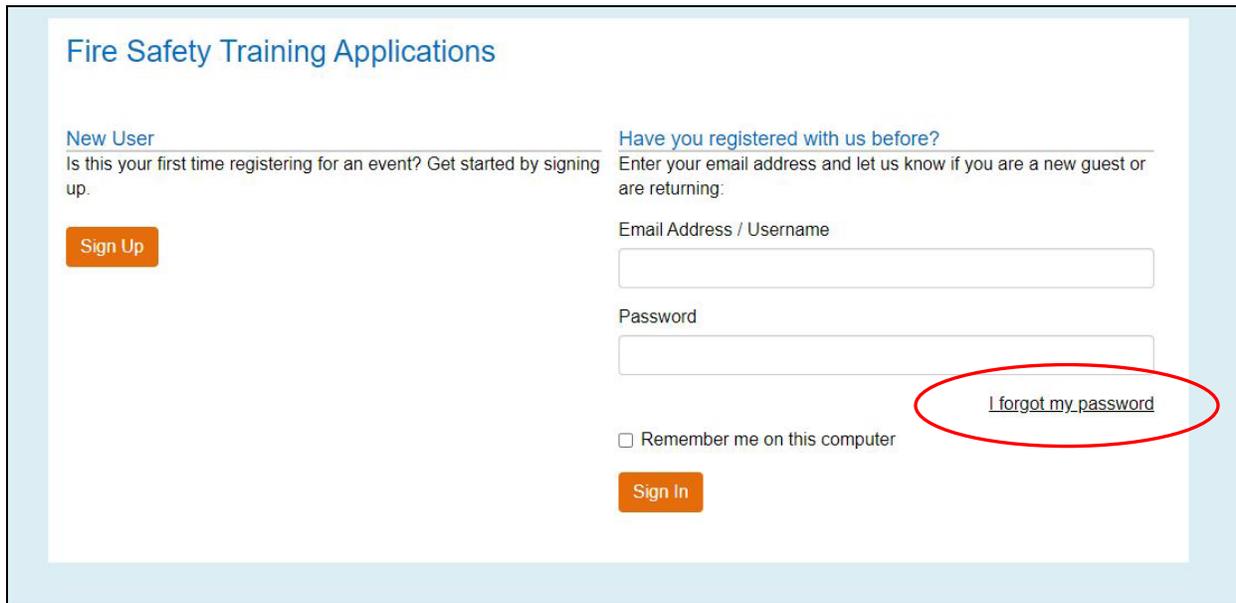
Standard Precautions

Submit



Click “Sign Up” if you have never used our system before.

Enter your e-mail address and password if you have used our system before and click “Sign In”.



Fire Safety Training Applications

New User
Is this your first time registering for an event? Get started by signing up.
[Sign Up](#)

Have you registered with us before?
Enter your email address and let us know if you are a new guest or are returning:
Email Address / Username

Password

[I forgot my password](#)
 Remember me on this computer
[Sign In](#)

If you can't remember your password or are having troubles logging in, enter your e-mail address, click on “I forgot my password” and you will receive directions on how to reset your password.



If you are signing up for the first time, you will need to enter information into the fields below. If you are signing in, the fields below should pre-fill with your account's information.

Fire Safety Training Applications

Step 1 **Step 2**

*Indicates a required field.

[Account Information](#) [Already have an account? Sign In](#)

Please enter your information below:

Password*

Confirm Password*

First Name*

Last Name*

Birth Date*

Address*

City*

State*

Postal Code*

E-mail*

Secondary E-mail Address



Fill in the below fields to let us know when your training will be occurring. Please be sure to select whether this training occurred via distance learning, in-person or hybrid.

Training

Please fill in the following details regarding the training.

Distance Learning*
 This class was taught using Distance Learning (Virtual)
 This class was taught in-person
 This class was taught hybrid (part in-person, part virtual)

Instructor Name*

Instructor Number*

Training Location*

Start Date*

Class Start Time*

End Date*

Class End Time*

Co-Instructor First Name

Co-Instructor Last Name

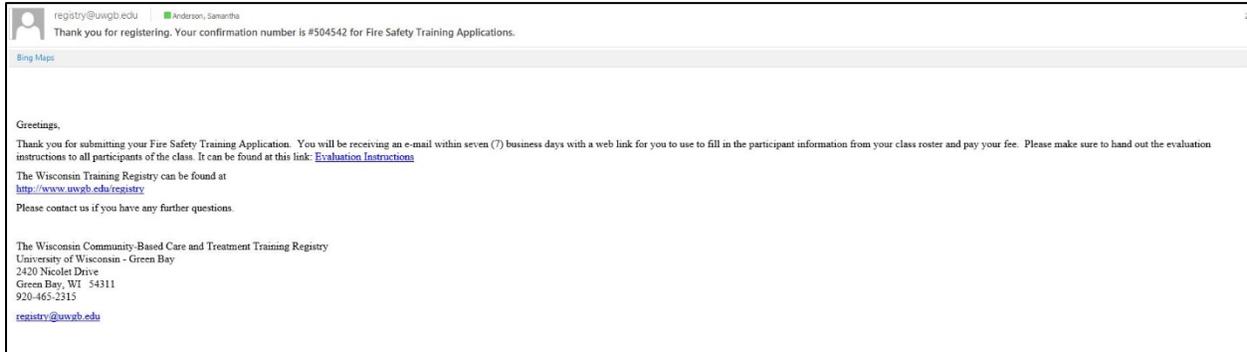
Co-Instructor Middle Initial

Co-Instructor Approval Number

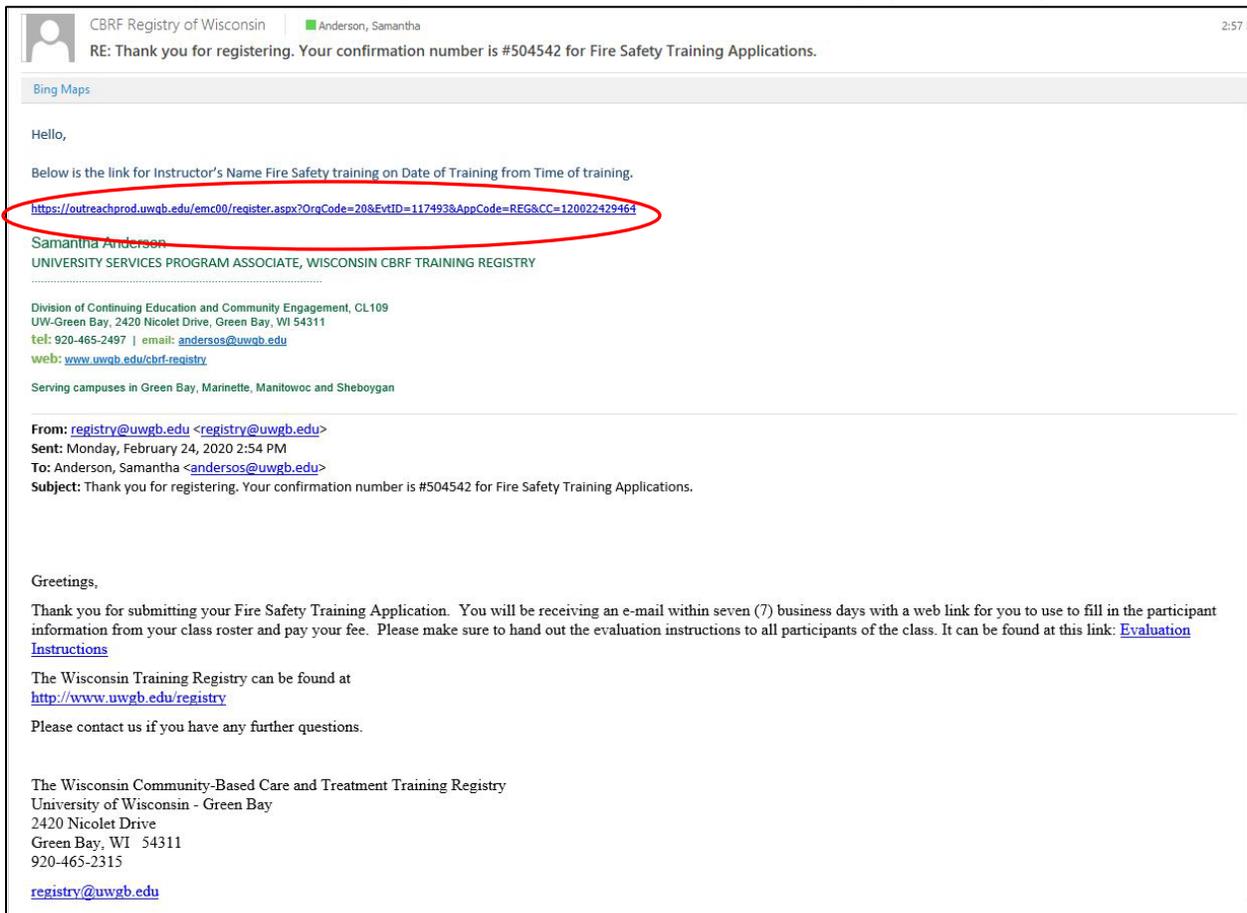
Fire Safety Training Application*
 Fire Safety Training Application - No Charge



After submitting this form, you will receive a confirmation e-mail that we have received your information that looks like this:



Within seven business days, you will receive a reply back to your confirmation e-mail containing a link specific to this training information you just entered. After the class is complete, click on this link. Have your username, password, class roster and form of payment ready.



On the day of your class:

Print or open a copy of the roster template from the website on the “Class Submission” page under the “Instructors” tab. Verify participants’ identities and complete the class roster.

Complete During and After Class

1. On the day of the class, have participants sign in using a printed copy of the class roster template. [Download a Training Class Roster Template.](#)
2. Within ten days of teaching the class, enter and upload the participant’s info and the typed/handwritten roster using the e-mailed link.
3. Click on the link in your e-mail and login.
4. Enter each participant’s information.
 - There is a search feature called Search Accounts to see if participants are already in the system.
 - We suggest entering only the participant’s name and clicking “search.”
 - A list of names may be displayed. Select the correct participant and the program will auto-fill the participant’s information onto your roster. Double check to make sure this is the correct person. Only enter the person as a new participant if they do not appear in the search results.
5. Upload a copy of the original typed/handwritten roster (take a picture or scan to attach) and submit payment information.
6. Participants will be added to the registry within the hour.

View our complete [Roster Submission user guide](#) for additional assistance.

We encourage instructors to use the training checklist which is available at this link: [Wisconsin Training Registry - Training Checklist](#)

Classroom Forms



UNIVERSITY of WISCONSIN
GREEN BAY

CLASS ROSTER: TRAINING

Select a course

Fire Safety First Aid and Choking Medication Administration
 Standard Precautions

INSTRUCTOR & TRAINING INFORMATION				
Instructor Last Name	Instructor's First Name	Instructor Number#		
Instructor's Email Address	Start Date	Start Time	End Date	End Time
Training Site Street Address				
City	State	Zip	Instructor Phone Number	
Co-Instructor Name and Instructor Number#				

PARTICIPANT INFORMATION			
First Name	Last Name	M.I.	Zip Code
Birth date MM/DD/YYYY	Phone#	E-mail Address	

Class Roster PDF



UNIVERSITY of WISCONSIN
GREEN BAY

Wisconsin Community-Based Care and Treatment Training Registry
Instructor Evaluation Request

General Instructions:
Your feedback is important to us! Prior to leaving your class today, please visit the [Employees Instructor Evaluation](#) page of www.uwgb.edu/registry to participate in the online evaluation. Your name is not required to participate. The survey is brief and will only take a few minutes to complete. You will need the following information:

Training Topic: Fire Safety First Aid and Choking Medication Administration Standard Precautions

Part 1 Applicant Information
Items with an asterisk () are required.*

Instructor's Name: _____

Instructor's ID #: _____

Training Date: _____

Evaluation Instructions



After your class is complete, utilize that link from the e-mail we sent you (referenced on page 6) to submit your roster information, roster document and payment to the registry.

After clicking on the link in the e-mail, you will be brought to this page. If you are not signed in, you will be brought to a sign in page. Sign in.

Upload a copy of your roster document using the “Browse” button near the bottom of the page. If you are unable to upload it, please e-mail it to registry@uwgb.edu as soon as you are able. You only need to do this once.

Who is Registering?

Are you registering yourself for this event?

Yes

No, I am only registering others

Instructor or Person Entering Roster Information

Please enter your information below:

E-mail*

First Name*

Last Name*

Documentation

Please upload your signed class roster here. You only have to upload your roster once.

Roster  No file selected

Participant Fee*

Participant - \$20.00

Distance Learning - How was this participant taught?

This class was taught in-person

This class was taught using Distance Learning (Virtually)

This class was taught hybrid (part in-person, part virtual)



Then click on “Search Accounts” to search for your first participant in our system.

Participant Information

Please enter your first PARTICIPANT'S information below. Always try searching accounts first as many people will already be in our system. Once you hit Next at the bottom of the screen, if you have another participant to add, click on Add Another Registrant before submitting. For participants with no middle initial, please put a period in the box. We encourage participants to give an email address to receive confirmations. If they refuse, enter their full name@noemail.com.

Select Existing Account **Search Accounts**

First Name*

Last Name*

Middle Initial*

Postal Code*

Birth Date*

Phone*

E-mail*

Who is Registering?

Are you registering yourself for this event?

Yes

No, I am only registering others



Enter in your first participant's name. Leave everything else blank. Click "Search" and then "Select" next to the person's name you wish to add to your online roster. If the participant you are trying to add does not appear in the search results, try entering just the e-mail address. If this does not bring up their account, click cancel and enter the participant as a new participant.

Search Criteria	Results
First Name	
<input type="text"/>	
Last Name	
<input type="text"/>	
Email	
<input type="text"/>	
Birth Date	
<input type="text"/>	
<input type="button" value="Search"/>	Cancel



Make sure you indicate the modality of the training (in-person, distance or hybrid). After your first participant has been added, click “Next” at the bottom of the screen.

Documentation

Please upload your signed class roster here. You only have to upload your roster once.

Roster  No file selected

Participant Fee*

Participant - \$20.00

Distance Learning - How was this participant taught?

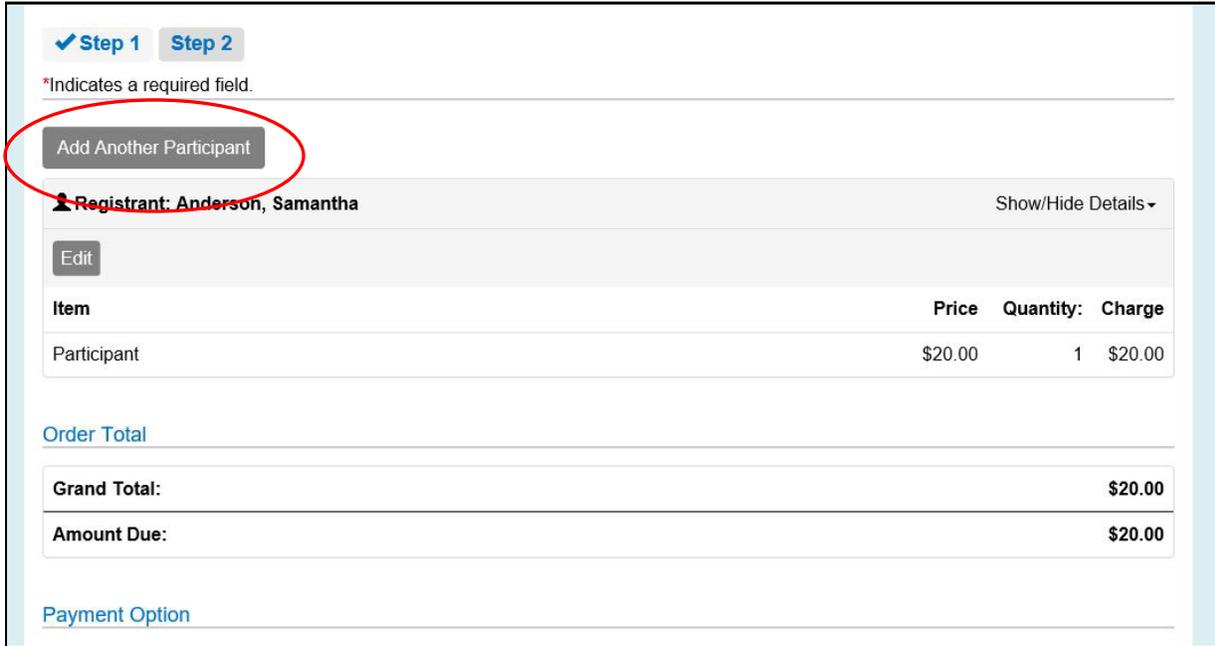
This class was taught in-person

This class was taught using Distance Learning (Virtually)

This class was taught hybrid (part in-person, part virtual)



Click on “Add Another Participant” if you have additional participants to add.



Step 1 Step 2

*Indicates a required field.

Add Another Participant

Registrant: Anderson, Samantha Show/Hide Details ▾

Edit

Item	Price	Quantity	Charge
Participant	\$20.00	1	\$20.00

Order Total

Grand Total:	\$20.00
Amount Due:	\$20.00

[Payment Option](#)

You will be brought back to the same screen referenced on page 9. Repeat the steps until everyone has been added to your online roster.

When you have finished adding your last participant to your roster, the program will then calculate the registry fee and allow you to pay with a credit card.

Enter your payment information (We accept Mastercard, Visa and Discover).

Participants are added to the registry within 10 minutes upon submission. You will receive a carbon copy of the confirmation e-mail your participants receive confirming they have been added to the registry as well as a payment receipt.



More Tips:

- If a participant does not have a middle initial, please enter a period.
- We encourage all employees to have an e-mail address. There are many free e-mail options, if needed. If an employee refuses to give an e-mail address, please enter the participant's firstname.lastname@noemail.com and know they will not receive a confirmation e-mail when their name has been added to the registry.
- If the program gives you an error that states you need to enter a new e-mail address for a participant, this is because the participant is already in our system. Please follow the directions above to search for their account and add it to your roster.
- Sometimes names on the registry have been misspelled. Please contact the Wisconsin Community-Based Care and Treatment Training Registry at (920) 465-2315 or registry@uwgb.edu if you discover a misspelled name or other error.

