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

**Instructor Class Roster Submission**

Instructions for submitting a class roster. 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”.

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**

*Indicates a required field.

**Account Information**

- 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

**Step 2**

Already have an account? Sign In
Fill in the below fields to let us know when your training will be occurring. Please be sure to select whether or not this training occurred via distance learning.
After submitting this form, you will receive a confirmation e-mail that we have received your information that looks like this:

```
registry@uwgb.edu  Wisconsin Services Program Associate, Wisconsin CBRF Training Registry

Thank you for registering. Your confirmation number is #504542 for Fire Safety Training Applications.

Greetings,
Thank you for submitting your Fire Safety Training Application. You will be receiving an e-mail within seven (7) business days with a web link for you to use to fill in the participant information from your class roster and pay your fee. Please make sure to hand out the evaluation instructions to all participants of the class. It can be found at this link: Evaluation Instructions

The Wisconsin Training Registry can be found at http://www.uwgb.edu/registry

Please contact us if you have any further questions.

The Wisconsin Community-Based Care and Treatment Training Registry
University of Wisconsin - Green Bay
2430 Nicolet Drive
Green Bay, WI 54311
920-465-2913
registry@uwgb.edu
```

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 Rosters 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 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 roster and submit payment information.
6. Participants will be added to the registry within one business day.

View our complete Roster Submission user guide for additional assistance.

Classroom Forms

After your class is complete, utilize that link from the e-mail we sent you (referenced on page 5) 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.

Then click on “Search Accounts” to search for your first participant in our system.
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.
After your first participant has been added, click “Next” at the bottom of the screen.

<table>
<thead>
<tr>
<th>Participant Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 <a href="mailto:name@noemail.com">name@noemail.com</a>.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Name*</th>
<th>Samantha</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name*</td>
<td>Anderson</td>
</tr>
<tr>
<td>Middle Initial*</td>
<td>R</td>
</tr>
<tr>
<td>Postal Code*</td>
<td>54311</td>
</tr>
<tr>
<td>Birth Date*</td>
<td>00/00/00</td>
</tr>
<tr>
<td>Phone*</td>
<td>(920) 465-2497</td>
</tr>
<tr>
<td>E-mail*</td>
<td><a href="mailto:andersos@uwgb.edu">andersos@uwgb.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please upload your signed class roster here. You only have to upload your roster once.</td>
</tr>
</tbody>
</table>

| Roster | Browse | No file selected |

<table>
<thead>
<tr>
<th>Participant Fee*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Participant - $20.00</td>
</tr>
</tbody>
</table>

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

Select “No, do not copy…” in the pop up box that appears and you will be brought back to the first screen where you can use “Search Accounts” again for your next participant, select them from a dropdown list of individuals you’ve already entered for other trainings under “Select Existing Account”, or enter them as a new participant (someone who has never been entered in our system before).
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 and Visa).

Participants are added to the registry 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 firstnamelastname@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.