Roster Submission Process

Go to [www.uwgb.edu/registry](http://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.

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**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.
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.

<table>
<thead>
<tr>
<th>Training</th>
<th>Please fill in the following details regarding the training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distance Learning</td>
<td>☐ This class was taught using Distance Learning (Virtual)</td>
</tr>
<tr>
<td></td>
<td>☑ This class was taught in-person</td>
</tr>
<tr>
<td></td>
<td>☐ This class was taught hybrid (part in-person, part virtual)</td>
</tr>
<tr>
<td>Instructor Name*</td>
<td>First and Last Name of Instructor</td>
</tr>
<tr>
<td>Instructor Number*</td>
<td>Begins with &quot;T&quot;</td>
</tr>
<tr>
<td>Training Location*</td>
<td>Address, name of training setting or virtual software used if distance learning</td>
</tr>
<tr>
<td>Start Date*</td>
<td>00/00/00</td>
</tr>
<tr>
<td>Class Start Time*</td>
<td>00:00 AM</td>
</tr>
<tr>
<td>End Date*</td>
<td>00/00/00</td>
</tr>
<tr>
<td>Class End Time*</td>
<td>00:00 AM</td>
</tr>
<tr>
<td>Co-Instructor First Name</td>
<td>Can be left blank unless you had a co-instructor</td>
</tr>
<tr>
<td>Co-Instructor Last Name</td>
<td></td>
</tr>
<tr>
<td>Co-Instructor Middle Initial</td>
<td></td>
</tr>
<tr>
<td>Co-Instructor Approval Number</td>
<td></td>
</tr>
</tbody>
</table>

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

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

Hello,

Below is the link for Instructor's Name Fire Safety training on Date of Training from Time of training.

[Link]

Samantha Anderson

UNIVERSITY SERVICES PROGRAM ASSOCIATE, WISCONSIN CBRF TRAINING REGISTRY

Division of Continuing Education and Community Engagement, Cl.109
UW-Green Bay, 2425 Nicolet Drive, Green Bay, WI 54311
Tel: 920-465-2487 | Email: extsens@uwgb.edu
Web: www.uwgb.edu/registry

Serving campuses in Green Bay, Marinette, Menasha and Sheboygan

From: registry@uwgb.edu <registry@uwgb.edu>
Sent: Monday, February 24, 2020 2:54 PM
To: Anderson, Samantha <sanderso@uwgb.edu>
Subject: 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
2425 Nicolet Drive
Green Bay, WI 54311
920-465-2315
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 Submission” page under the “Instructors” tab. Verify participants’ identities and complete the class roster.
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.
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.

<table>
<thead>
<tr>
<th>Search Criteria</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Birth Date</td>
<td></td>
</tr>
</tbody>
</table>

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

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 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.