How to Verify Approved Training Rosters (Online Registration)

Log into your individual account with your email and Password.

By using the drop-down arrow next to your name at the top, open it and click on your Organization under your name.

Hover over the margin on the left with the icons in it to open it.

Select Training Entry

Click on the training event title or ID number, for which you are verifying attendees, to open it.
Follow the directions below:

Use Manage Event drop down and choose Manage Roster

View your Roster and verify individuals that attended by clicking the check box in the Attended column. Click Update Attendance.
Deleting Individuals off of Rosters

Choose your event from the event list.
Click Manage Roster

Use the delete button to remove individual from roster list.

<table>
<thead>
<tr>
<th>Registry ID</th>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>Type</th>
<th>Registered</th>
<th>Paid</th>
<th>Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>17001</td>
<td>Hill, Loney</td>
<td>Chisty</td>
<td></td>
<td>Agency Staff</td>
<td>✓</td>
<td>enter payment</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Klaas, Ann</td>
<td></td>
<td></td>
<td>Agency Staff</td>
<td>✓</td>
<td>enter payment</td>
<td></td>
</tr>
<tr>
<td>9700</td>
<td>Koshensky, Tiffany</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Email Attendees

Update Attendance
Confirm deletion

Are you sure you want to delete this attendee?

No  Yes