



Inputting Training into the Registry & Confirming Attendance

BEFORE THE TRAINING

1 Add Training

Click: Training Sponsor Tools,
Add Training

Fill in the required fields



2 Add Event

Click: Training Sponsor Tools,
Event Management, Add Event

Primary CDE/F5CA Program Code
Select one code based on funding &
intended audience.

Primary CDE/F5CA
Program Code: Please Select

CDE/F5CA Vendor Host
Select "YES" if you collaborated
with other program(s)/org(s), then
select the program(s)/org(s) you
partnered with.

Please identify the
additional program(s)
and/or CDE/F5CA
Vendors that are
collaborating to HOST
this event.

Please Select:
##C - CCIP Program Code
##HST - California Health and Safety Training (CHST)
##PHS - CA Preventive Health and Safety Training (CPHST)
##R - R&R Program Code
##SFN - Strengthen Families Network

Fill in the required fields

**A Training Event in
the Registry!**

Want more detailed instructions?
Click here to access the Training
Organization User Guide!

AFTER THE TRAINING

Go to the Roster:

Click: Training Sponsor Tools,
Event Management, Roster

3 Did all participants enroll on the Training Calendar?

If not, participants with a Registry ID
that did **not** sign-up for a training via
the Registry Training Calendar will
need to be manually added.

Click: Add Non-Enrolled
Attendee to Roster

4 Confirm Attendance

Click: in the table under *Status*
select "Enrolled" to confirm a
participant's status i.e, withdrawn,
attended, no show.

Name	Cell Phone	Status	Email	Payment Status
Woodlee Helen		Enrolled	hwoodlee@rnetwork.org	Unpaid

5 Do you need to update program/fund coding by participant?

Click: CDE/F5CA Attendee Coding

CDE/F5CA Attendee Coding

Name	CDE/F5CA Program Name	CDE/F5CA Funding
Eise Testtwo	##R - R&R Program Code	CDE/F5CA Funded
Cinderella Test	##C - CCIP Program Code	CDE/F5CA Funded
Eisa Test	##R - R&R Program Code	Fee for Service
Test Tester		No Funding Specified
Save		



Congratulations!

Your training is now ready to
be reported to the California
Department of Education!