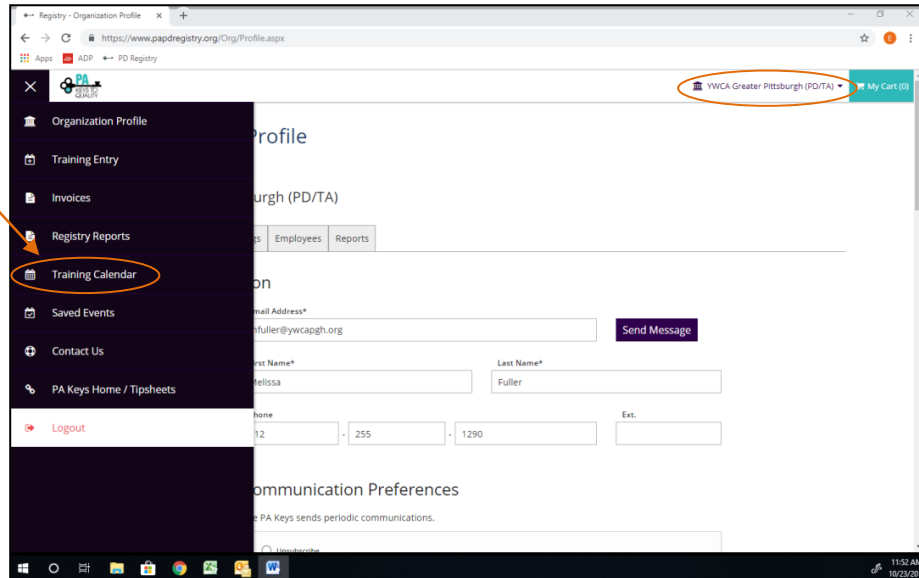
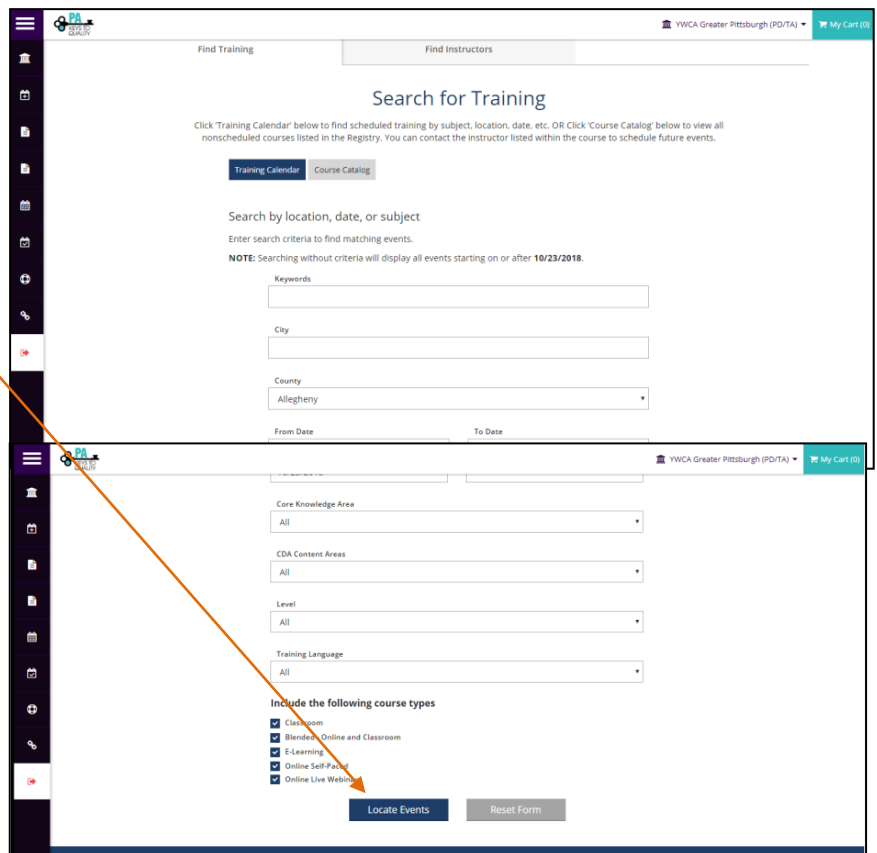


How To Bulk Register Participants on the PA PD Registry

- 1) Click on the “Training Calendar” tab (you should be in your organization’s homepage).



- 2) Search for a training. Enter any search criteria you’d like, scroll down, and click on “Locate Events”.



3) Find your event, and select "Register Online".

This screenshot shows the event registration page for "33 Suspension Reducers" on Thursday, November 8, 2018. The page includes details such as hours (2.00), level of training (C2), location (1425 Forbes Avenue, Pittsburgh, PA 15219), and registration information (event fee of \$7.00, register by 11/1/2018). A blue arrow points from the instruction text to the "Register Online" button at the bottom right of the page.

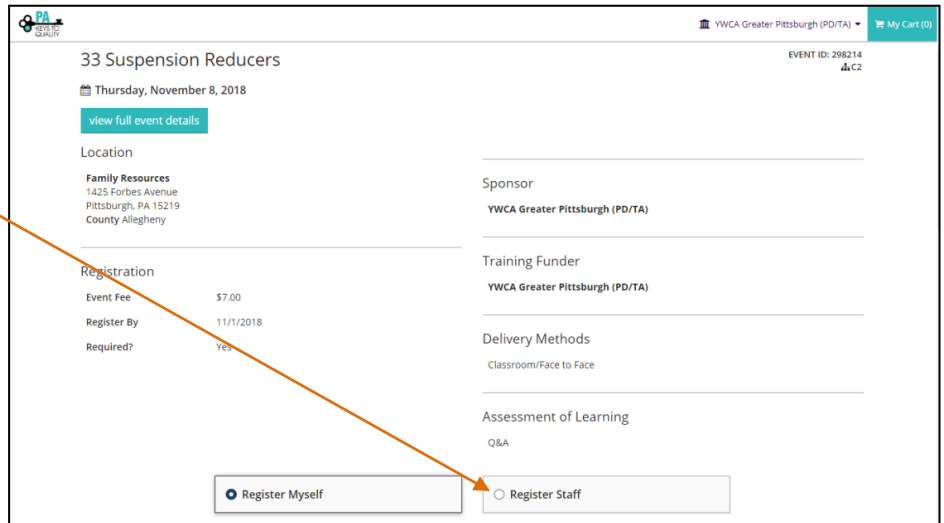
4) Select "View Full Event Details" near the top.

This screenshot shows the "Event Registration" page for "33 Suspension Reducers". It features a "view full event details" button highlighted in blue. A blue arrow points from the instruction text to this button. The page also displays event details like the date (Thursday, November 8, 2018), location, and registration information.

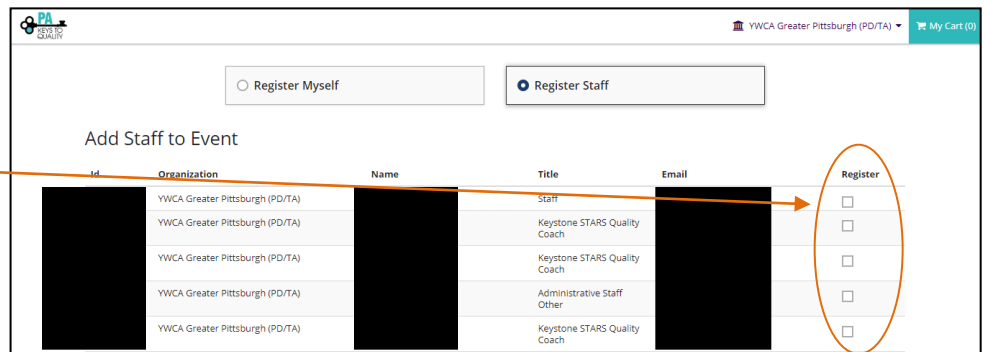
5) Scroll down to "Register Online".

This screenshot shows the event details page for "Diversity/Inclusion". It includes a description of the system's focus on building capacity for diverse learners. The page also lists "Upload Participant Handouts" (N/A), location, hours/credits (2.00 Hours), level of training (C2), and registration information. A blue arrow points from the instruction text to the "Register Online" button at the bottom of the page.

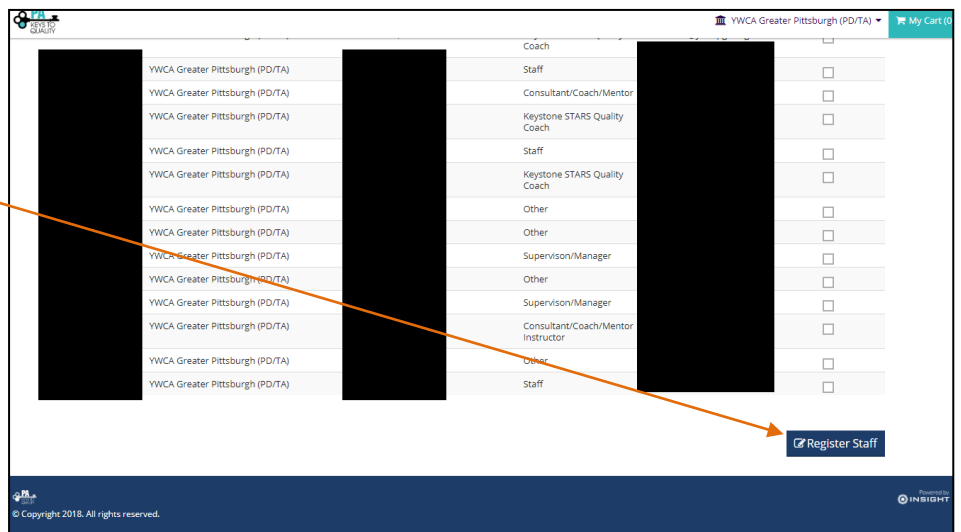
6) You should then have the option to register yourself, or register your staff. Select "Register Staff".



7) You should then see a list of your staff. You can use the boxes on the right to check all staff members you would like to register.



8) Once you've selected the staff members you'd like to register, scroll down and click on "Register Staff".



9) You will then be prompted through a list of your staff members. You should not need to change any information.

Click on "Next Staff" to proceed through the list.

10) You will then see a page that lists all staff members and the total cost of all registrants. Scroll down and check the box "I agree to the registration terms and conditions".

Then click "Add Event to Cart".

11) Once the event has been added, you can click on "View Cart", and then proceed with payment.