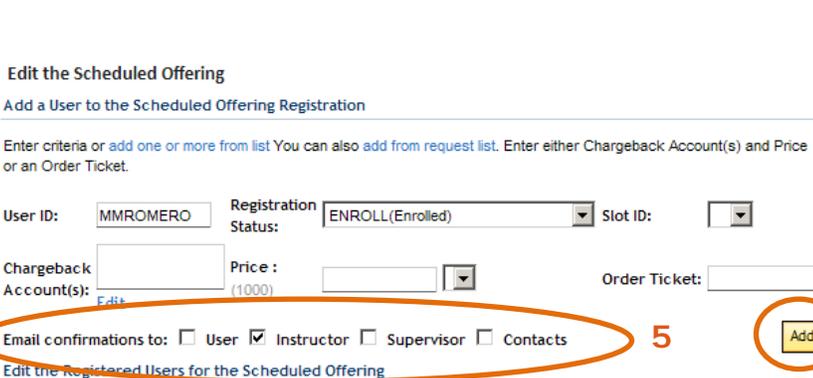
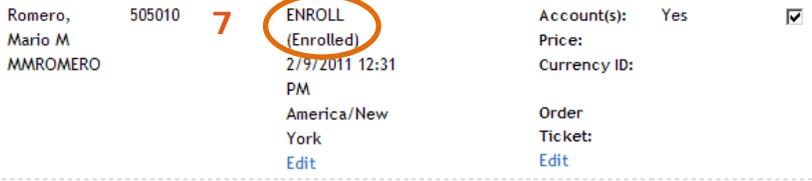
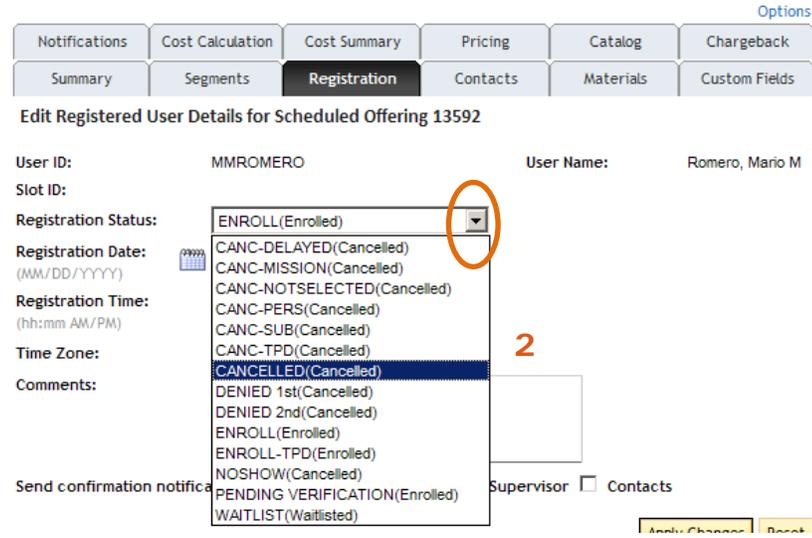


**Registering Users in a Scheduled Offering and Cancelling Registrations**

<p><b>Before You Start:</b></p>	<ol style="list-style-type: none"> <li>1. By registering Users as a Training Records Manager, you are bypassing any supervisory <u>Approval Process</u> you have set up.</li> <li>2. All registrations and cancellations are made from the <u>Registration</u> tab on the scheduled offering.</li> <li>3. You do not access individual users to register or cancel a registration.</li> <li>4. It is easiest to register users if you look up their <u>User IDs</u> first.</li> </ol>	
<p><b>1.</b></p>	<p>Select the <u>Registration</u> tab within the <u>Scheduled Offering</u>.</p>	 <p>Options</p> <p>Notifications Cost Calculation Cost Summary Pricing Catalog Chargeback</p> <p>Summary Segments <b>Registration</b> Contacts Materials Custom Fields</p> <p>Edit the Scheduled Offering</p> <p>Add a User to the Scheduled Offering Registration</p>
<p><b>2.</b></p> <p><b>3.</b></p> <p><b>4.</b></p>	<p>Go to the <u>Add a User</u> section.</p> <p>Click on the <u>add one or more from list</u> link to search for and select users to register or enter the <u>User ID</u>.</p> <p><i>Tip:</i> User IDs must be entered in all CAPS.</p> <p>Set the user <u>Registration Status</u> to either <u>Enrolled</u> or <u>Waitlisted</u> depending on how you are managing registration.</p>	 <p>Standard Options</p> <p>Notifications Cost Calculation Cost Summary Pricing Catalog Chargeback</p> <p>Summary Segments <b>Registration</b> Contacts Materials Custom Fields</p> <p>Edit the Scheduled Offering</p> <p>Add a User to the Scheduled Offering Registration</p> <p>Enter criteria or <u>add one or more from list</u>. You can also <u>add from request list</u>. Enter either Chargeback Account(s) and Price or an Order Ticket.</p> <p>User ID: <u>MMROMERO</u> Registration Status: <u>ENROLL(Enrolled)</u> Slot ID: <input type="text"/></p> <p>Chargeback Account(s): <input type="text"/> Price: <input type="text"/> (1000) Order Ticket: <input type="text"/></p> <p>Email confirmations to: <input type="checkbox"/> User <input checked="" type="checkbox"/> Instructor <input type="checkbox"/> Supervisor <input type="checkbox"/> Contacts <input type="button" value="Add"/></p> <p>Edit the Registered Users for the Scheduled Offering</p>
<p><b>5.</b></p> <p><b>6.</b></p>	<p>Check or uncheck the <u>Email confirmation</u> boxes depending on who you would like to notify about the registration.</p> <p>Click on <u>Add</u>.</p>	 <p>Edit the Scheduled Offering</p> <p>Add a User to the Scheduled Offering Registration</p> <p>Enter criteria or <u>add one or more from list</u>. You can also <u>add from request list</u>. Enter either Chargeback Account(s) and Price or an Order Ticket.</p> <p>User ID: <input type="text"/> Registration Status: <input type="text"/> Slot ID: <input type="text"/></p> <p>Chargeback Account(s): <input type="text"/> Price: <input type="text"/> (1000) Order Ticket: <input type="text"/></p> <p>Email confirmations to: <input type="checkbox"/> User <input checked="" type="checkbox"/> Instructor <input type="checkbox"/> Supervisor <input type="checkbox"/> Contacts <input type="button" value="Add"/></p> <p>Edit the Registered Users for the Scheduled Offering</p>

**Registering Users in a Scheduled Offering and Cancelling Registrations**

<p><b>7.</b></p>	<p>The user you selected will now show up as <b>Enrolled</b> or <b>Waitlisted</b> depending on the status you chose.</p>	
<p><b>Cancellation Tips:</b></p>		<ol style="list-style-type: none"> <li>1. When cancelling before a <b>Scheduled Offering</b> occurs, use one of the cancelled statuses and send a notification to the user..</li> <li>2. When cancelling an individual who did not show up at training, use a status of <b>No Show</b> and send an email to the user and the supervisor.</li> </ol>
<p><b>1.</b></p>	<p>To cancel a <b>Registration</b> for a <b>Scheduled Offering</b>, go to the <b>Registration</b> tab and click on <b>Edit</b> for the correct user record.</p>	
<p><b>2.</b></p>	<p>Select the correct cancellation code in the <b>Registration Status</b> drop-down box.</p>	

## Registering Users in a Scheduled Offering and Cancelling Registrations

<p><b>3.</b> <b>4.</b> <b>5.</b></p>	<p>Enter any relevant <b>Comments</b> for the cancellation record.</p> <p>Select who should receive an <b>Email confirmation</b> about the cancellation.</p> <p>Click on <b>Apply Changes</b>.</p>	<p>User ID: MMROMERO      User Name: Romero, Mario M</p> <p>Slot ID:</p> <p>Registration Status: CANC-PERS(Cancelled)</p> <p>Registration Date: 2/9/2011</p> <p>Registration Time: 12:31 PM</p> <p>Time Zone:</p> <p>Comments: User has court and cannot attend.</p> <p>Send confirmation notification to: <input checked="" type="checkbox"/> User <input type="checkbox"/> Instructor <input type="checkbox"/> Supervisor <input type="checkbox"/> Contacts</p> <p>Apply Changes    Reset</p>
<p><b>6.</b></p>	<p>If you receive a warning message about the cutoff date, click on <b>Yes</b>.</p>	<p><b>Warning Details:</b></p> <ul style="list-style-type: none"> <li>The User MMROMERO does not have an email address to receive the notification.</li> </ul> <p><b>Do you wish to proceed?</b></p> <p>No    Yes</p>