

# **Accessing Program Data for Leaders** in our Program Registration System

January 2026

# Navigate to our Online Registration System

[csus.edu/rensoc](https://csus.edu/rensoc)  
(short cut)

Click on Link to:  
Online Registration

The Renaissance Society

Colleges & Majors > Social Sciences & Interdisciplinary Studies > The Renaissance Society

The New Fall Catalog!

The Recorder Newsletter

Meet the 2024 Scholarship Recipients

Donate! Scholarships, Food Pantry and More!

Who is the Renaissance Society?  
Learn. Connect. Share.

The Renaissance Society of Sacramento provides opportunities for participatory lifelong learning and community engagement for older adults. Our learning opportunities include programs on widely varied subjects, from serious to amusing, proposed and presented by our members.

We also are involved with Sac State to help with more learning opportunities, such as providing scholarships, donating to the ASI Food Pantry, or volunteering for many Sac State departments.

We have a wide variety of programs, five days a week. During the Fall 2024 semester, we are offering programs on Zoom Mondays through Thursdays. Other programs are on the Sac State campus on Fridays; some are in-person only, while others are a combination of in-person and Zoom.

Interested? Get Info Here!

- Browse the stunning Fall Catalog and Helpful PDFs!
- Get Your 2024-2025 Memberships Here!
- Program Basics and Tips
- Virtual Parking Permits
- FAQs & History
- Our Board & Governance
- Read the Annual Report PDF

Learn. Connect. Share.

- Forum, Summer and Other Recordings
- Online Learning Resources
- Get Involved: Volunteer.
- New! Code of Conduct
- Full Catalog 2024
- Cool Campus Tree Map PDF

Online Registration

The Fall Catalog

## The Renaissance Society - Member Home

### SIGN ME IN

Renew Membership  
Choose Seminars

Sign In

[Help Me Login](#)

### SIGN ME UP

New Members

Sign Up

Click here to login as Admin



[Login as admin](#)

# Log in with your administrative password



[Member Home](#)

## Administrative Portal

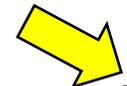
Use the email that is listed for the leader in the catalog

Please Login using your CCE Account.

\* User Name:

\* Password:

Show Password



Click on Log In

Log In



Use the designated password for the leader for Admin Program Access

**Note:** This is NOT your member log in which uses your last name and RS number



[Log Out](#)  
[Member Home](#)

**Click on the current year**

## Administrative Portal

Event Title	Start Date	End Date
<a href="#">The Renaissance Society of CSUS - Membership Application (2025-26) [CURRENT YEAR]</a>	6/01/25	5/30/26
<a href="#">The Renaissance Society of CSUS - Membership Application (2024-25)</a>	6/01/24	6/30/25
<a href="#">The Renaissance Society of CSUS - Membership Application (2023-24)</a>	6/01/23	6/30/24
<a href="#">The Renaissance Society of CSUS - Membership Application (2022-23)</a>	6/01/22	6/30/23
<a href="#">The Renaissance Society of CSUS - Membership Application (2021-22)</a>	6/01/21	6/30/22
<a href="#">The Renaissance Society of CSUS - Membership Application (2020-21)</a>	6/01/20	6/30/21
<a href="#">The Renaissance Society of CSUS - Membership Application (2019-20)</a>	6/01/19	6/30/20
<a href="#">The Renaissance Society of CSUS - Membership Application (2018-19)</a>	6/05/18	12/01/19
<a href="#">The Renaissance Society of CSUS - Membership Application (2017-18)</a>	6/01/17	6/30/18

**Only shows years where you have led a program. If you are a new leader, it will typically show only the Current Year**

## Administrative Portal

### The Renaissance Society of CSUS - Membership Application (2025-26)

[Event List](#) [Programs](#)

Spring 2026

Click on the program you want

#### FRIDAY MORNING SEMINARS AND SIGS - 9/12/14 WEEKS

SPRING 2026

Program Name	Date(s)	Times	F	IP-E	IP-EM	IP-W	IP-WM	ZM-E	ZM-EM	ZM-W	ZM-WM	RO
<a href="#">Topics in Revolutionary America</a> ←	3/06/26 - 5/01/26	10:00 AM - 11:30 AM	H	0	125	0	25	0	50	0	25	0
<b>GROUP TOTAL:</b>				<b>0</b>								

#### Key for number in each category

IP-E: In-person - Enrolled

IP-EM: In-person - Enrolled Maximum allowed

IP-W: In-person - On Waitlist

IP-WM: In-person - Waitlist Maximum allowed

ZM-E: Zoom - Enrolled

ZM-EM: Zoom - Enrolled Maximum allowed

ZM-W: Zoom - On Waitlist

ZM-WM: Zoom - Waitlist Maximum allowed

RO: Recording Only - Enrolled (there is no waitlist or maximum)

If you are teaching more than one class, all classes will be displayed

# Program Detail appears at the top

## Program Detail

### Topics in Revolutionary America

The year 2026 marks the 250th anniversary of the Declaration of Independence. This eight-session class will offer more topics relating to the American Revolution, including turning points in the War, the colonial economy, the British Army, Massachusetts Privateers, the French connection, American invasions of Canada, and the Loyalist exodus after the War. Each week will feature a different speaker. This is the third semester these presenters have collaborated to present topics relating to the American Revolution.

**Delivery Format:** H/R/WI | (Hybrid)

**Dates:** Fri 3/06/26 - Fri 5/01/26, 10:00 AM - 11:30 AM | Friday

**Location:** Riverside Hall 1015, [Zoom](#)

**Program Lead(s):** Cathy Minicucci, Kevin Collins

**Registration Dates:** 1/20/26 - 5/10/26

**Status:** Open

## Registrations

Be sure to review your program detail. If a change needs to be made, send an email to [lorene.sarne@csus.edu](mailto:lorene.sarne@csus.edu)

# Registrations appear below with enrollments

## Registrations

In-Person				Zoom				Recording Only
Enrolled	Max	Waitlist	Max	Enrolled	Max	Waitlist	Max	Enrolled
45	125	0	25	14	50	0	25	26
Open				Open				Open

[Export Students \(Excel\)](#) | [Printable Class List \(PDF\)](#) | [Email Class](#)

Enrolled (Sorted By Last Name)

This class shows 45 are enrolled in In-Person, 14 are enrolled in Zoom, and 26 are enrolled in Recording Only. There is no one on the Waitlist because the Max enrollments have not been reached. Therefore this class is still open.

Name	Email	Phone	Attendance Choice	Status
Duck, Daffy	d.duck@gmail.com	916-111-2222	Zoom	Enrolled <a href="#">Edit</a>
Mouse, Minnie	minmouse@me.com	916-222-3333	Zoom	Enrolled <a href="#">Edit</a>

This is a hybrid class with all 3 delivery formats. The delivery formats displayed depends on the individual class type.

# Waitlists

## Registrations

Zoom			
Enrolled	Max	Waitlisted	Max
50	50	13	20
		Waitlist	

When Max number of enrollments is reached, enrollees automatically go to the Waitlist. When Waitlist Max is reached, the class status will show Full.

A second list titled **On the Waitlist** appears below **Enrolled**.

Click **Edit** to change enrollee status

### Enrolled (Sorted By Last Name)

	Name	Email	Phone	Attendance Choice	Status
1	Duck, Daffy	d.duck@gmail.com	916-111-2222	Zoom	Enrolled <a href="#">Edit</a>
2	Mouse, Minnie	minmouse@me.com	916-222-3333	Zoom	Enrolled <a href="#">Edit</a>

### On the Waitlist (Sorted by Date)

	Name	Email	Phone	Attendance Choice	Added	Status
1	Coyote, Wylie	wcoyote1950@gmail.com	916-111-2222	Zoom	08/11/25 4:02 PM	Waitlisted <a href="#">Edit</a>

# Change from Wait Listed to Enrolled

Click Edit next to an enrollee, who is Wait Listed, click Enrolled then OK

## On the Waitlist (Sorted by Date)

	Name	Email	Phone	Attendance Choice	Added	Status	
1	Coyote, Wylie	wcoyote1950@gmail.com	916-111-2222	Zoom	08/11/25 4:02 PM	Waitlisted	<a href="#">Edit</a>

- Wait Listed members are in the date/time order they are added to the list
- Enrollees are not automatically moved over to enrolled when there is an opening, you must move them manually
- You can also change Enrolled to Waitlisted

[Enrolled](#) [Dropped](#) [Cancel](#) [Edit](#)

apps.cce.csus.edu says

Would you like to update the status to: Enrolled

OK

Cancel

**Note:** You can only edit the status, not the member's personal information

# Actions you can perform

## Registrations

Zoom			
Enrolled	Max	Waitlisted	Max
50	50	13	20
		Waitlist	

Export students to Excel

Make a PDF class list

Send email to enrollees

[Export Students \(Excel\)](#) | [Printable Class List \(PDF\)](#) | [Email Class](#)



Enrolled (Sorted By Last Name)

	Name	Email	Phone	Attendance Choice	Status
1	Duck, Daffy	d.duck@gmail.com	916-111-2222	Zoom	Enrolled <a href="#">Edit</a>
2	Mouse, Minnie	minmouse@me.com	916-222-3333	Zoom	Enrolled <a href="#">Edit</a>

# Export Students (excel)

- Student information is automatically downloaded to your computer
- This allows you to send emails to your enrollees through your personal email
- Advantage is you can add attachments

LAST_NAME	FIRST_NAME	EMAIL	MEMBER_PHONE	MEMBER_NUMBER	EMERGENCY CONTACT	EMERGENCY PHONE
Ca	M	md	530	R	Ri	53
Cl	Jo	oy	n 916	R	Jo	91
Cr	Li	cro	916	R	Je	h 91
Fi	Na	na	ya 916	R	Ku	e 91
Fu	Su	fu	916	R	Ro	h 91
Gi	Al	ab	916	R	Ch	691
Hy	Ke	kh	916	R	Be	91
Ko	So	So	m 916	R	Ar	1141
Mc	M	mc	gr 916	R	Ei	14
Nu	Pa	pa	il 916	R	M	o 91
Pa	Pa	pa	or 916	R	Jo	53
Re	Ja	an	or 530	R	Ja	53
St	Vi	pa	916	R	M	sc 91
W	Ke	ka	n 916	R	Ch	p 91
Zir	Ju	ud	t 916	R	D	w 91
<b>Waitlisted</b>						
Tr	Se	sal	e.com 530	R	Ji	53
M	Jo	mc	hne582@916	R	Ei	60
M	Ki	ksr	ahoo.co 916	R	M	e 91

If you export the list, be sure to check it again each week for the first few weeks to see if someone else has enrolled

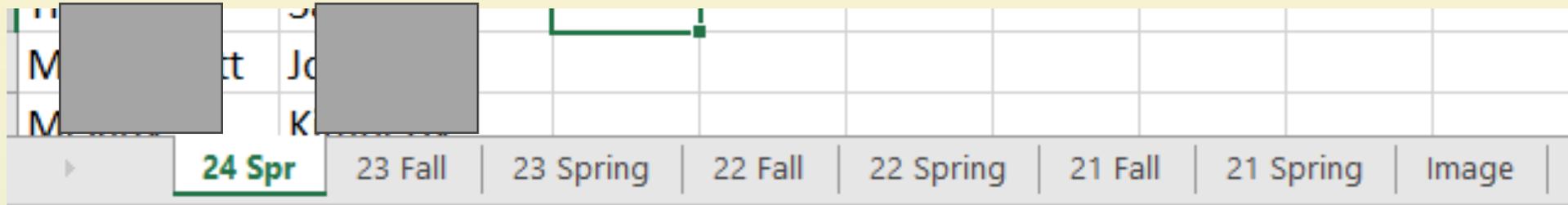
	Enrolled	2024-01-22 13:02:06.893
	Enrolled	2024-01-23 13:53:14.987
	Enrolled	2024-01-22 13:34:18.797
Friend	Enrolled	2024-01-23 14:26:39.203
	Enrolled	2024-01-22 09:54:52.777
Spouse	Enrolled	2024-01-22 06:26:07.467
	Enrolled	2024-01-22 06:21:40.193
none	Enrolled	2024-01-22 08:58:58.03

# As an added feature, it allows you to track attendance

LAST_NAME	FIRST_NAME	Sep	Aug	July	Jun	May	Apr	Mar	Feb	EMAIL	MEMBER_PHONE	MEMBER_NUMBER	EMERGENCY_CONTACT	EMERGENCY_PHONE	EMERGENCY_NOTES	STATUS	DATE_REGISTERED
Ca	M			N/A	N/A	1	1	1	1	mc	530	R	Ri	53		Enrolled	2024-01-25 07:58:25.
Cl	Jo									joy	916	R	Jo	91		Enrolled	2024-01-22 09:09:47.
Cr	Li			1	1	1	1		1	cro	916	R	Je	91		Enrolled	2024-01-23 10:54:38.
Fi	N				N/A	1	1	1	1	na	916	R	Ku	91		Enrolled	2024-01-22 14:58:59.
Fu	Su				1	1	1	1	1	fu	916	R	Ro	91		Enrolled	2024-01-22 06:59:38.
Gi	Al			1	1	1	1	1	1	ab	916	R	Ch	91		Enrolled	2024-01-24 12:10:05.
Hy	Ka			N/A	N/A				1	kh	916	R	Be	91		Enrolled	2024-01-22 12:22:50.
Ko	So				1	N/A				So	916	R	Ar	41		Enrolled	2024-01-22 13:02:06.
Mc	M			1	1	N/A	1	1	1	mc	5916	R	Ei	14		Enrolled	2024-01-23 13:53:14.
Nu	Pa			1	1	1	1		1	pa	@916	R	M	91		Enrolled	2024-01-22 13:34:18.
Pa	Pa			N/A	1	N/A			1	pa	916	R	Jo	53	Friend	Enrolled	2024-01-23 14:26:39.
Re	Ja			1	N/a	N/A	1	1	1	ja	530	R	Ja	53		Enrolled	2024-01-22 09:54:52.
St	Vi						1	1	1	pa	916	R	M	91	Spouse	Enrolled	2024-01-22 06:26:07.
Wr	Ka			1	1	1	1	1	1	ka	916	R	Ch	91		Enrolled	2024-01-22 06:21:40.
Zir	Ju			1	1	1				ju	916	R	Dr	91	none	Enrolled	2024-01-22 08:58:58.
Totals				7	9	8	10	8	12								

- Add columns for attendance
- Also has emergency info right there for your meeting

# Use Exported Excel For Attendance (con't.)



- If you want to track semester to semester, set up different worksheets
- But all in the same workbook

# Printable Class List (PDF)

*Renaissance Society - Third Tuesday Book Club - Enrolled Students*

<b>Cal</b> ir 5 ID: RS10	<b>Emer</b> Ri 53
<b>Cro</b> ci 9 ID: RS10	<b>Emer</b> Jer 91
<b>Fre</b> ri 2 ID: RS10	<b>Emer</b> Dc 91
<b>Ful</b> fi 9 ID: RS10	<b>Emer</b> Rc 91
<b>Gis</b> al 9 ID: RS10	<b>Emer</b> Ch 91

Good to have on hand in case of an emergency if you have not exported the Excel file

# Send Email through the Program Registration System

**Send Emails To Program Participants**

**Topics in Revolutionary America**

An email will be sent to participants of **Topics in Revolutionary America**. The Program Leader will also get a copy of the email. Please choose your target audience below.

 \* Send To:

- Enrolled - All (85 participants)
- Enrolled - In-Person Only (45 participants)
- Enrolled - Zoom Only (14 participants)
- Enrolled - Recording Only (26 participants)
- Waitlisted - All (0 participants)
- Waitlisted - In-Person Only (0 participants)
- Waitlisted - Zoom Only (0 participants)
- All (Enrolled + Waitlisted) (85 participants)
- Myself

\* Subject:

\* **Email Message:**

Paragraph    |     |   |

Your email message goes here... **Body of the email**

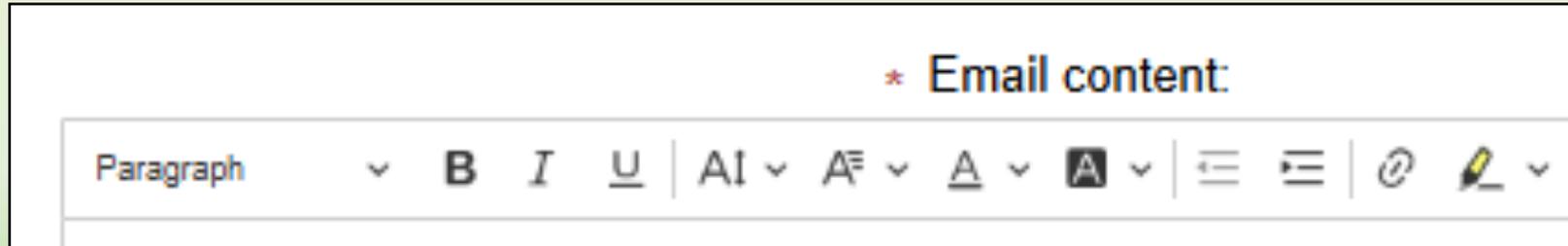
**Once submitted, note on top of screen verifies it was sent.**

Select your audience, enter your subject, enter the body of the email - standard formatting tools are available including a link tool - then click Submit.

This is an easy way to send weekly emails plus you know your student roster is always up-to-date

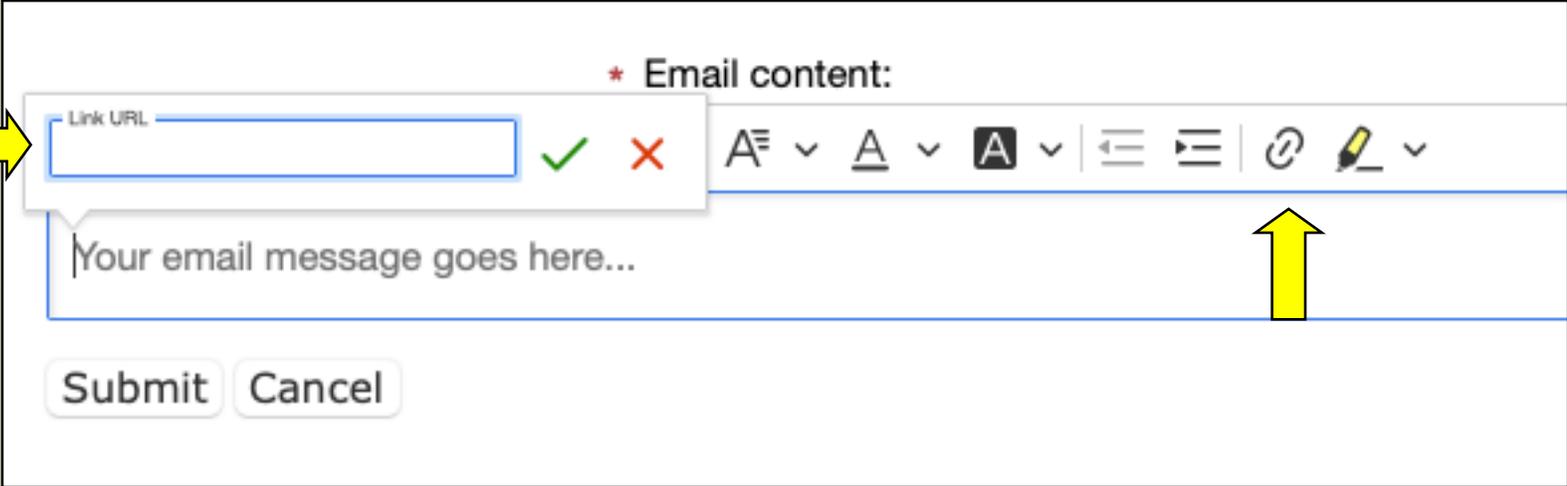
# Tips for sending email through the Program Registration System

1. In subject line include name of program
2. If sending the link, tell them it is a link in subject line
3. Include your name, email and maybe even phone in the body
4. Basic format changes can be made – not all of them are enabled



# Add links to your emails for recordings and other resources

Click on the Link icon then enter your URL in the pop-up box



The screenshot shows an email editor interface. At the top, there is a header area with the text "\* Email content:". Below this is a toolbar containing various icons for text formatting (bold, italic, underline, font color, background color) and a link icon (a chain link). A yellow arrow points to the link icon. A pop-up box is open, showing a "Link URL" input field with a green checkmark and a red X icon. A yellow arrow points to the input field. Below the input field is a text area with the placeholder text "Your email message goes here...". At the bottom of the editor, there are "Submit" and "Cancel" buttons.

Keep in mind that you cannot add attachments, however, if you have a cloud server like Dropbox, you can upload your documents there then add a link to them in your email.

# Participants email

What we put in the subject line is what the enrollees see

● Marian Kile

☆ **Third Monday Book Club - Test Third Monday Book Club** Renaissance Society Program Email Program:

Members may enroll in multiple classes so you want to make sure your subject line is distinctive.

SS

Steve Scott

Walkabouts - 2/12/2025 Folsom Historic District to Lake Natoma Trails

To: Sarah Ryan-Roberts,

Reply-To: sr.scott7@gmail.com



## Renaissance Society Program Email

**Program:** Walkabouts

**Group:** Wednesday Shared Interest Groups (SIGs)

**Lead(s):** Steve Scott

Sarah,

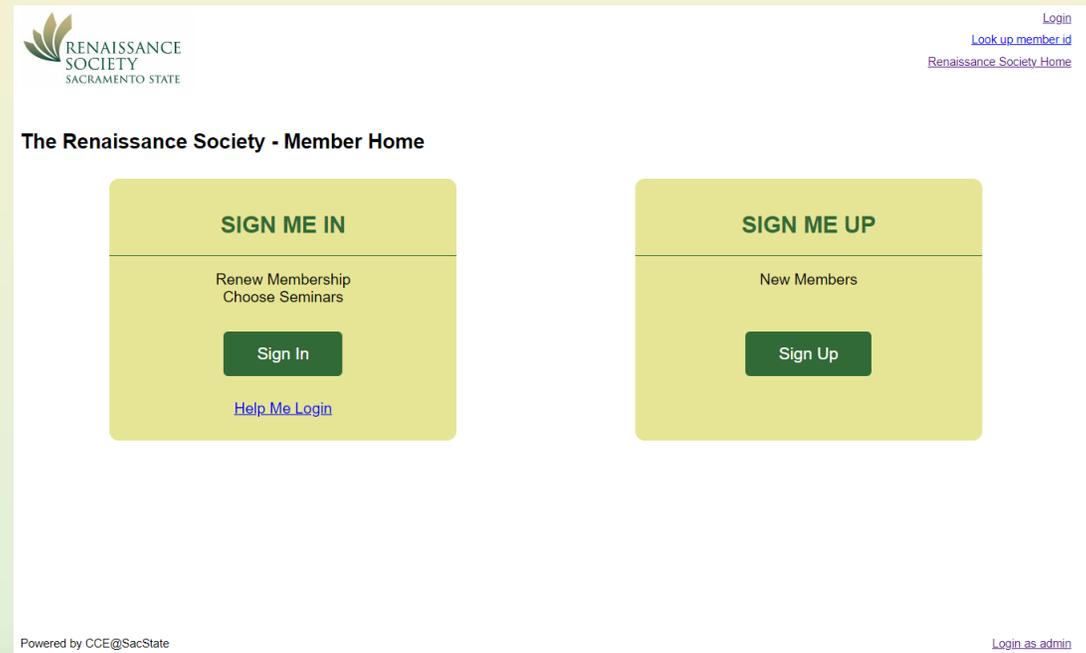
Patrick and Alan will co-lead the hares. We're looking for someone to lead the tortoises. If you'd be willing to take on this role, please let me know. Thank you for your help!

**2nd [Walkabout](#) for CSUS' Spring Semester, 2025**

**Wednesday Feb 12, 2025**

**[Folsom Historic District](#) to [Lake Natoma](#) Trails**

9:25 AM for stretches, announcements, then walkabout



The screenshot shows the 'Member Home' page for the Renaissance Society at Sacramento State. The page features two main columns. The left column is titled 'SIGN ME IN' and includes options to 'Renew Membership' and 'Choose Seminars', a 'Sign In' button, and a 'Help Me Login' link. The right column is titled 'SIGN ME UP' and includes a 'New Members' section with a 'Sign Up' button. The page also includes a navigation menu with 'Login', 'Look up member id', and 'Renaissance Society Home' links. At the bottom, it is powered by CCE@SacState and has a 'Login as admin' link.

If you have any questions, send an email to [rensocit@csus.edu](mailto:rensocit@csus.edu) and a member of the Tech Team will get back to you.