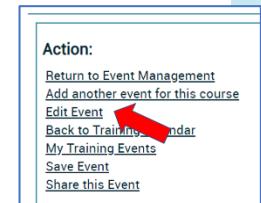


Many training organizations are working to offer new online trainings and we are here to support you and hope we can learn from one another at this time. The Registry has a new updated, responsive website - which is now accessible with mobile devices. Please contact us if you have any questions or issues.

Tips and Updates:

1. Edit a Training Event:

Go to **Training Sponsor Tools, Event Management, View** (see image), **Edit Event** (which is at the bottom of the page on the right – see image). You can change a training from “Classroom-based” To “Web-based” on the “Event Type” by clicking the dropdown menu.

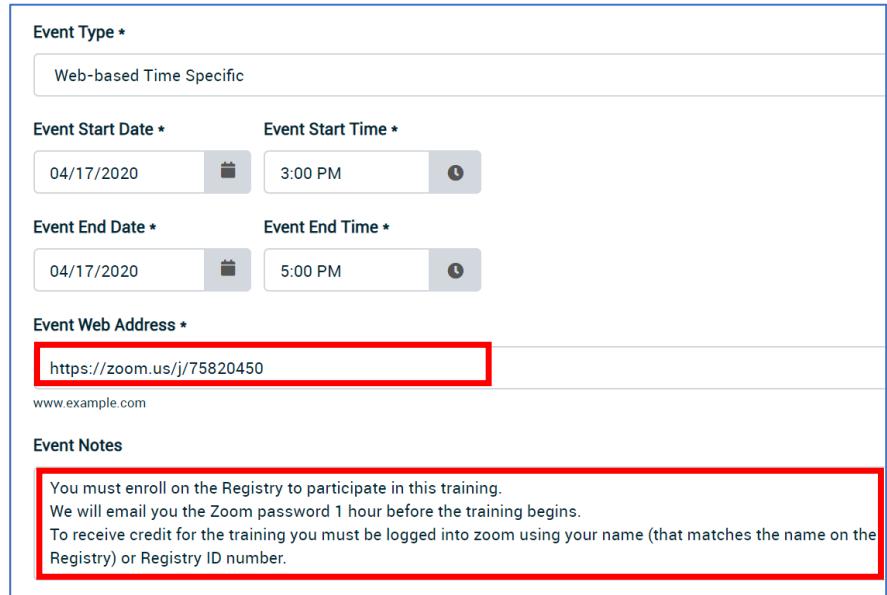


Published	Delete	View	Roster
No			
No			
No			

Note: You can only change the training event if the training date has not passed.

2. How to limit access to an online training: Add Event (see example below)

- When using Zoom, or other online platforms, to host a training, always use a password.
- You can limit access to your training by requiring enrollment on the Registry and using the **Roster** feature “**Email all Registrants**” to send the event password
- After a time-specific online training occurs “**Unpublish**” on **Event Management** to stop future enrollments.

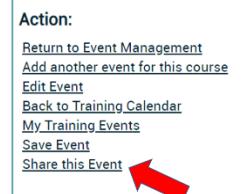


Tips and Updates

- Determine what your policy will be for confirming attendance: a completed evaluation or post-test, enter correct participant name on platform, or using a report from online platform.
- Remember when using an online platform to check and see how many participants can join, if event time is limited and if there are features that allow you to capture the attendee list.
- When you add a “web-based self-paced” event to **Event Management** – sort by “Event Date” to see your training events; otherwise these training show up very last on the list (see image).
- To Share an event link, there is a new button at the bottom of the **Event Management, View, Share this Event** (see image).



Event Date	Training Name
Anytime	Anti-Bias ECE Communities
Anytime	BTIC - ACEs and Trauma



Action:
Return to Event Management
Add another event for this course
Edit Event
Back to Training Calendar
My Training Events
Save Event
Share this Event

Need Help? Contact the Registry Help Desk

You can contact the Registry Help Desk by visiting [CA Registry Help Desk!](#) Email support@ccala.zendesk.com, chat during business hours, or call us at (888) 922-4453. We are available Monday to Friday from 8am to 5pm.