Registering for a Training Event

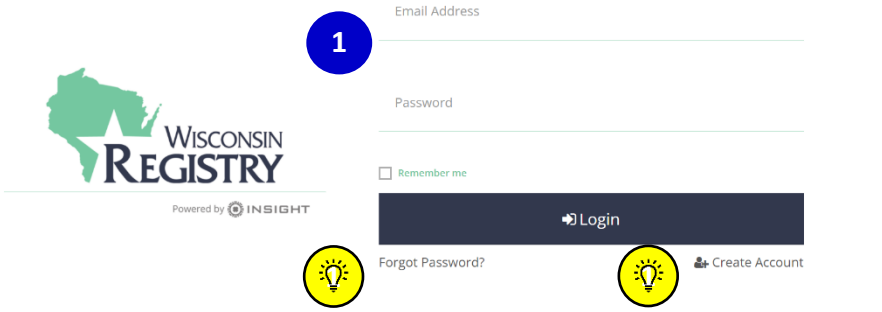
This resource will guide you through the steps of registering for an event on the Statewide Training Calendar. For more tips on finding training on the Statewide Training Calendar, please watch our short video found on the Membership Resources page.

STEP 1: Go to www.wiregistry.org

1. Go to www.wiregistry.org and click on Sign-In/Join.

   Though you may search for training without logging in, the Wisconsin Registry recommends you log in before using the Statewide Training Calendar.

STEP 2: Logging In



1. Enter your email address and password, then click **LOGIN**.

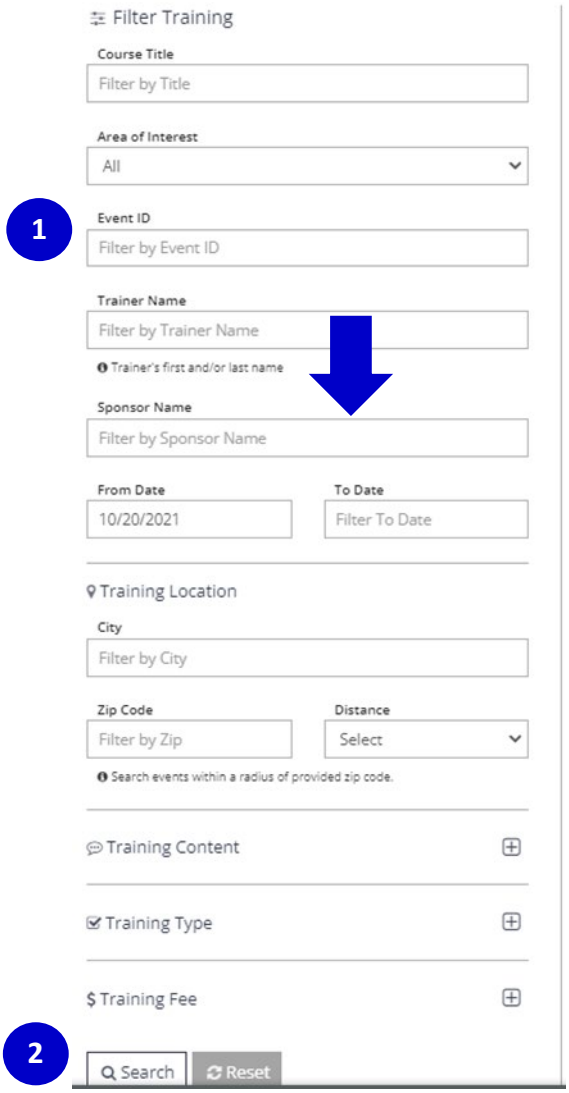
   *Click on **FORGOT PASSWORD?** if you need to reset your password. If you are experiencing other issues logging in, download our Logging In Tips support guide.*

   *Click on **CREATE ACCOUNT** If you do not have an account, we recommend creating one now. A Registry account is free. To learn more, download our Creating an Account support guide.*

STEP 3: Going to the Statewide Training Calendar

1. Click on the menu icon to open the left navigation menu.
2. Click on **Search Training Events**

STEP 4: Finding Training on the Statewide Training Calendar

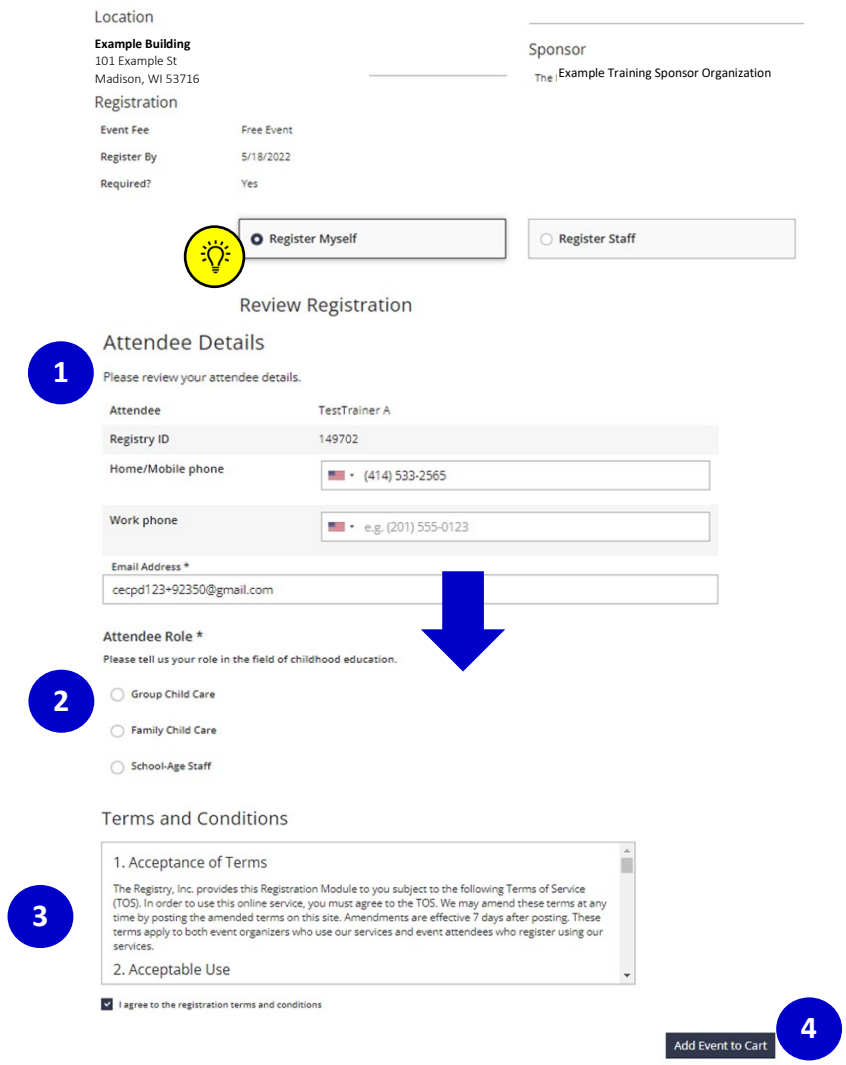


1. If you are looking for a specific event, enter the **EVENT ID** number. If you do not have the Event ID number, you can search by keywords, location, date, Content Area, and/or course type. To learn more about using the Statewide Training Calendar, please watch our short video.
2. Click the **SEARCH** button on the bottom of the screen to produce a list of training events.

STEP 5: Registering Online

1. View the event's registration information including fee, registration date, and contact information. **Please Note:** If you have a question regarding payment or if you need to cancel your registration, you will need to contact the person listed here.
2. Click the **REGISTER ONLINE** button. If you are not already logged in to your Registry account, you will need to log in now to register for this training.
    - **REGISTER BUTTON:** Some training events will have a **REGISTER** button here instead. This means the Trainer or Training Sponsor Organization is using a different website for registration. You will need to contact the contact person for any questions regarding event registration.
    - **NO BUTTON:** If a training event does not have either button, registration for that event may be over. Please contact the person listed for more information.

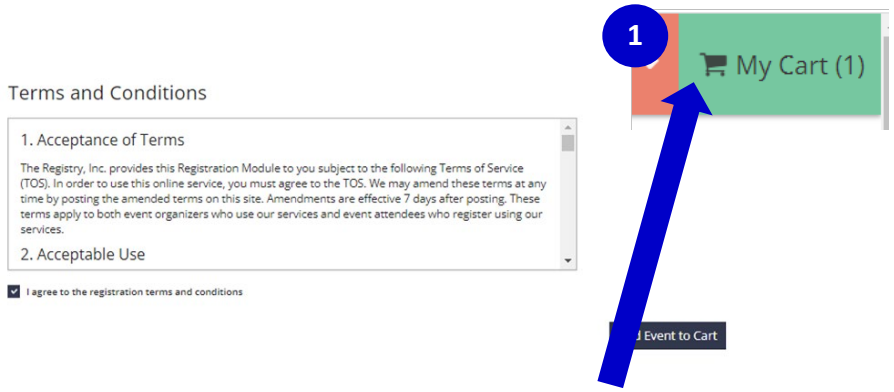
STEP 6: Event Registration



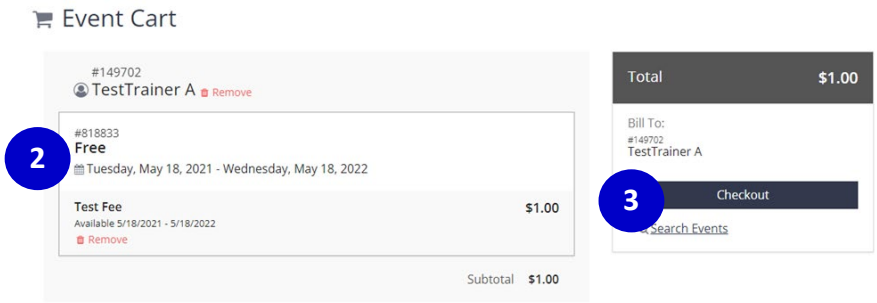
1. Review your contact information and update if needed. The Training Sponsor Organization will use this information to contact you if needed. **Please Note:** Your contact information comes from your Registry Personal Profile. If this information is wrong, you will need to update your Personal Profile AFTER you complete registration.
2. Select the **ATTENDEE ROLE** that is most accurate for your current role. If you are unsure of what to select, choose **OTHER**.
3. Read and review the Terms and Conditions on the bottom of the page. Click the Agreement box.
4. Click the **ADD EVENT TO CART** button. Your registration will be saved to **MY CART** for payment.

You will see the option to **REGISTER MYSELF** or **REGISTER STAFF** only if you have administrative access (Organization Profile User) to your organization's PROGRAM PROFILE. To see how to register staff, go to Appendix A: Registering Staff for step-by-step guidance.

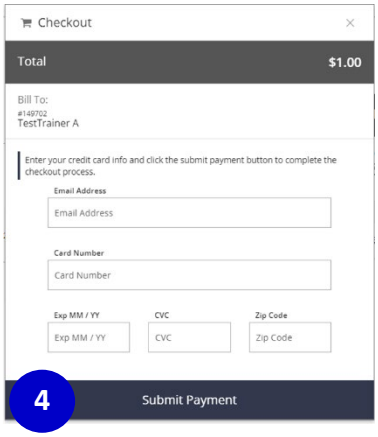
STEP 7: My Cart



1. When you are ready to check out, click on the **MY CART** button at the top. **Please Note:** If you have more events you want to register for, you may continue searching the Statewide Training Calendar.

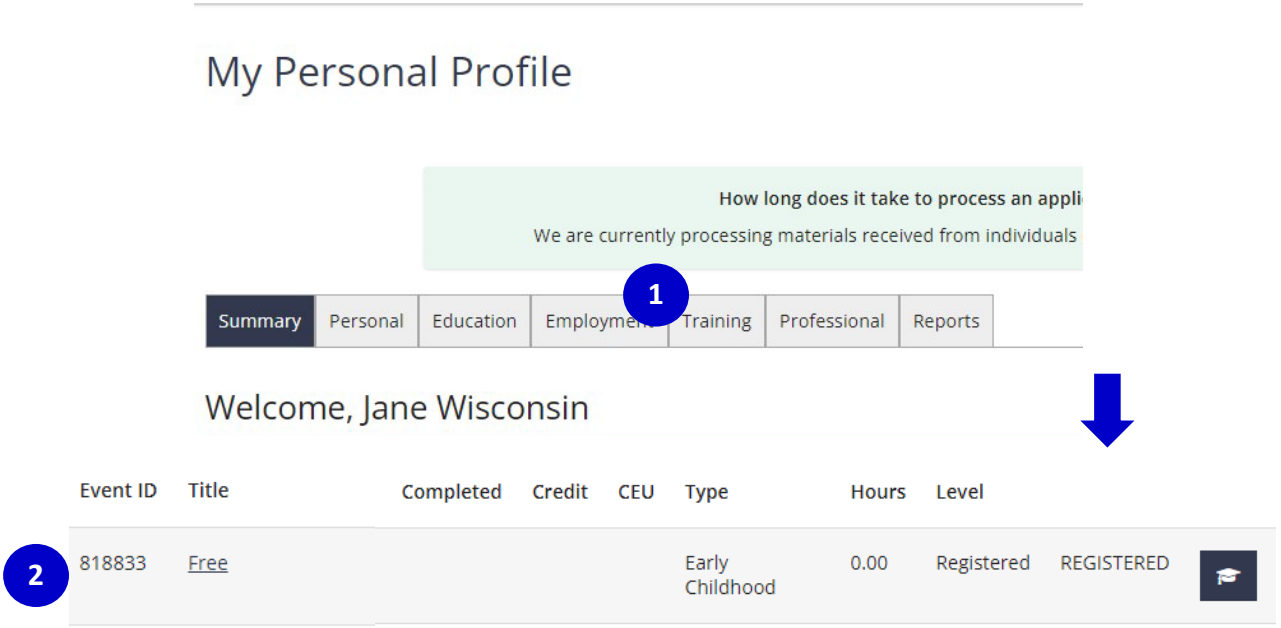


2. Review the details of your registration.
3. If you are ready to pay for registration, click the **CHECKOUT** button.



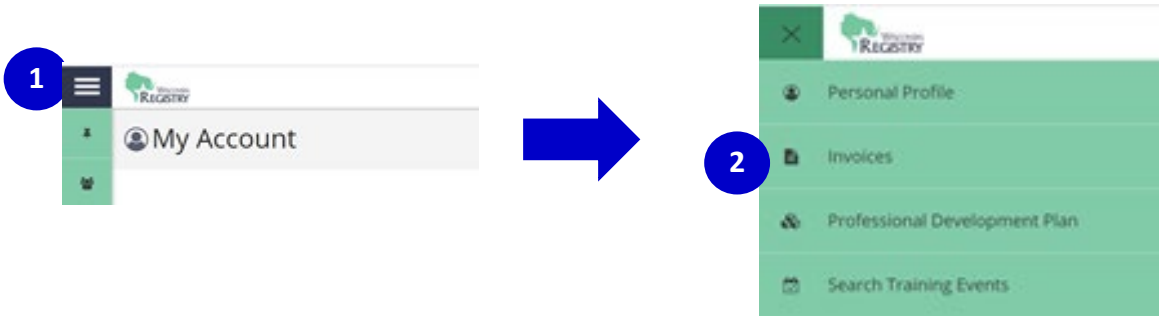
4. Enter your email and credit card information and click **SUBMIT PAYMENT**. If you need to cancel your registration or have questions regarding payment, please contact the listed Training Sponsor Organization for this event. You will receive an email receipt from support@wiregistry.org.

STEP 8: Checking Your Registration / Finding Your Invoice



After you register, you can see your registration for this event listed in your Personal Profile:

1. Click on the **TRAINING tab** at the top of the screen.
2. Find the event title and confirm that you are **REGISTERED** on the right side of the screen. **Please Note:** If you need to cancel your registration or have questions, you can click on the title of the event to find the Training Sponsor Organization's contact information.



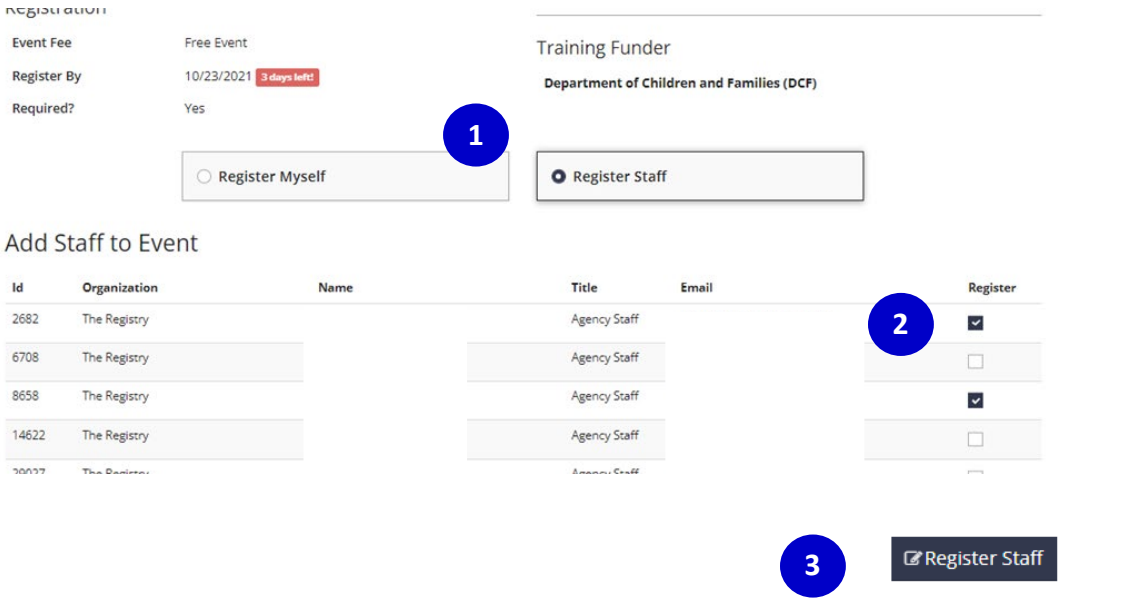
Though an invoice is emailed to you once you complete registration, you can also find your invoice in your Registry Personal Profile:

1. Click on the menu icon to open the left navigation menu.
2. Click on **INVOICES**. You will have the option to email paid invoices or submit payment for any unpaid invoices you might have.

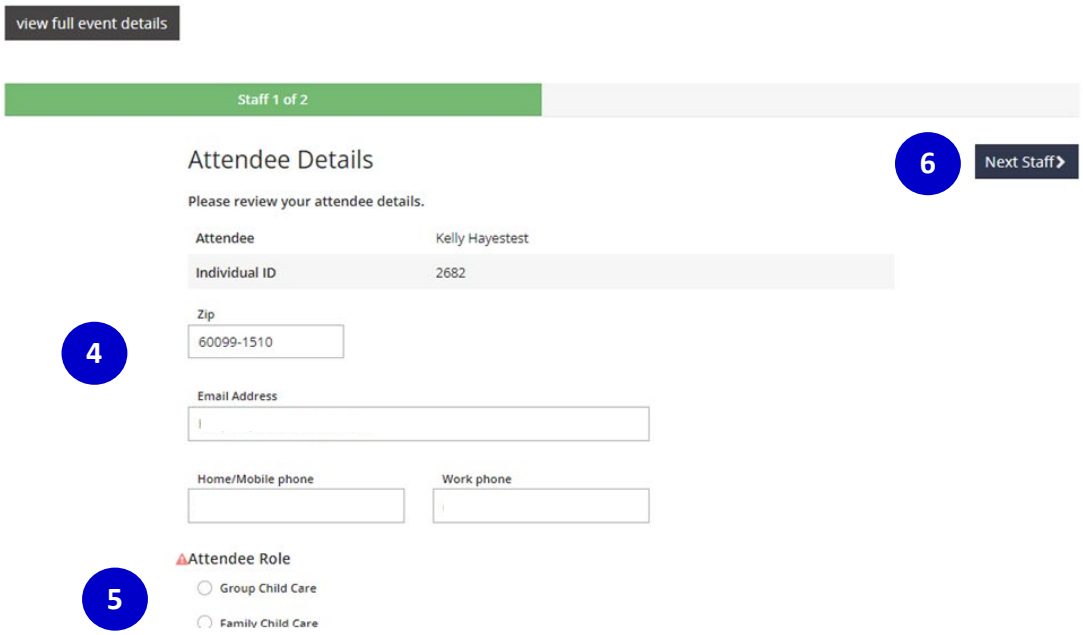
APPENDIX A: REGISTERING STAFF

This appendix walks through the steps of how to register your staff. You will only have this option if you are an Organization Profile User and have administrative access to a Registry Program Profile.

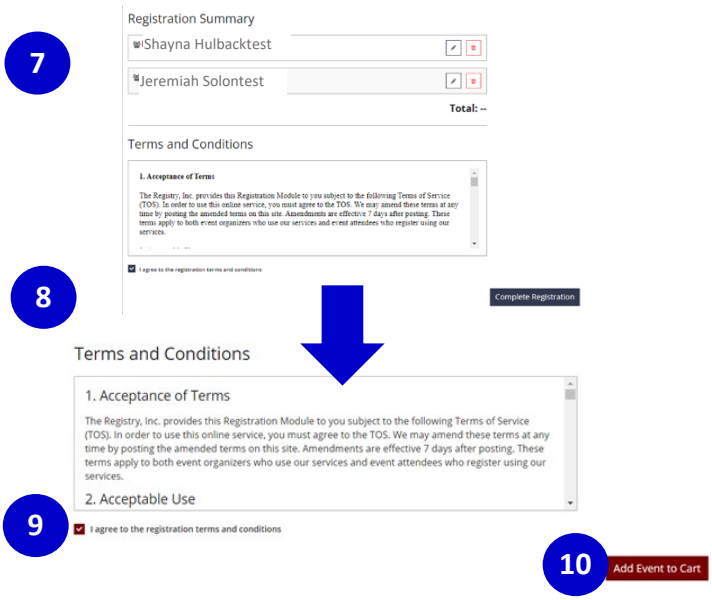
STEP 6: Event Registration



1. Click **REGISTER STAFF**.
2. Click the **REGISTER** box to register individuals for this training event. **Please Note:** Only the staff members who have listed employment with your organization, on their Personal Profile, will be listed here. If a staff member is not listed, that individual will need to update their employment history on their Registry Profile. For more information about how you can request an individual to update their employment history, download the Managing Employee Invitations support guide.
3. Click the **REGISTER STAFF** button to continue.



4. Review each attendee's contact information and update if needed. The Training Sponsor Organization will use this information to contact each person if there are event updates. **Please Note:** The contact information comes from the attendee's Registry Personal Profile. If this information is wrong, please have this person update their Registry Personal Profile.
5. Select the **ATTENDEE ROLE** that is most accurate for their current role with your organization.
6. Click the **NEXT STAFF** button.



7. Review the list of individuals you are registering.
8. Some events may have different payment options. Click your preferred payment option.

9. Read and review the Terms and Conditions on the bottom of the page. Click the Agreement box.
10. Click the **ADD EVENT TO CART** button. Your registration will be saved to **MY CART** for payment.

CONTINUE TO STEP 7
(page 5 of this guide)