



# How to enter a training on the Missouri Workshop Calendar



Create an account:

Step 1: Go to calendar homepage at [www.moworkshopcalendar.org](http://www.moworkshopcalendar.org) and click sign in.

Step 2: Click on "Create a new account."

Step 3: Enter required information. \*Please Note: You will need a valid email address.

Step 4: Go to your e-mail and click to verify your account.

Enter a training on the calendar:

Step 1: After you sign in click on "Create a new...Clock hour training event (blank)."

Step 2: Complete all of the applicable information under the "Event description" and "Target audience" tabs then click "Save this event."

Step 3: Click on "Registration" then "Turn registration on." Fill in the required information and click "update setting." This feature allows participants to register for the event from the calendar. It also allows you, the trainer, to enter the participants attendance following the event.

Step 4: When you have reviewed all of your information for accuracy click "Send to calendar." The event will be sent to your regional Training Coordinator who will review and post the event to the calendar.

Entering attendance after the training:

Step 1: After you sign in find the event listed under "Recent activity" and click on "Manage registration."

Step 2: Ensure that all participants who have registered and/or attended are listed under "Confirmed registrants." If they are, skip to step 5. If not go to step 3.

Step 3: To add just one participant click "Create registration" and enter participant's information. If you need to enter more than one participant, click on "Multiple registration grid" and enter participant's information.

Step 4: Under "Unconfirmed registrants" click the box next to the names of participants you want to confirm.

Step 5: When all participants appear as "Confirmed registrants", click on "Attendance worksheet" towards the top of the screen.

Step 6: In the date column, select the box next to the names of each participant who attended your event. In the "Mark complete" column, select the box next to the names of each participant who attended the entire event, earning a clock hour certificate. Click "Update attendance."

Step 7: Click "Confirm and close attendance." Check the attendance for completeness and accuracy then click "Confirm and close attendance."