

## Managing Your Event

Updated December 2023

Training sponsors are responsible for all aspects of the training Event, including registration, attendance, awarding clock hours, and closing the Event. All the steps in the management process need to be completed to ensure attendees receive credit for attendance.

Follow the steps to have a successful training Event.

1. First, make sure **both** the Course and Event are approved:
  - Courses must be submitted for approval at least six (6) weeks prior to the start date of the first Event: <https://www.ndgrowingfutures.org/files/pdf/ndgf-howtosubmitcourseforapproval.pdf>
  - Events must be submitted for approval at least three (3) weeks prior to the start date of the first Event: <https://www.ndgrowingfutures.org/files/pdf/ndgf-howtoscheduleevent.pdf>

**NOTE: An Event cannot be scheduled to occur at a date after the Course has expired.** If the Event is a one-time session, it must be scheduled within the period of time the Course is approved. If the Event is a multi-session training, all sessions must be scheduled within the Course approval period.

### Before the Event

2. As an approved Training Sponsor, you are obligated to track attendance correctly and accurately. For in-person, face-to-face events, all attendees must complete and sign the Registry attendance sheet. Print the Registry Attendance Sheet before the first session of the Event.


Open the Event. In the Event Details section, click on Training Materials.

Event Details

Training Materials

Manage

Location

 Training Materials

Click the links below to view and print training materials in PDF format.


[Certificate of Attendance](#)  
[Attendance Form](#)

Adobe Reader

Close

Click on Attendance Form to print a PDF document that includes all the Event details already filled in.

The Attendance Sheet includes a field for the attendee's Registry ID#. Collecting the Registry ID# will make entering and reconciling attendees on the roster quick and easy at the end of the Event.



### Growing Futures Attendance Sheet

3911 20th Ave. S.  
Fargo, ND 58103  
Phone: 1-800-997-8516  
www.ndgrowingfutures.org

<b>Training Event ID:</b>	28525	<b>Training Title:</b>	Child Care Safety	<b>Training Date:</b>	8/18/2020 - 8/18/2020
<b>Training Location:</b>	All 4 Learning	<b>Training End Time:</b>	8:30 PM	<b>Total clock hours approved:</b>	2.00
<b>Training Start Time:</b>	6:30 PM	<b>Trainer or Presenter:</b>	Lori Peterson	<b>Trainer Registry ID:</b>	
<b>Event Sponsor:</b>	ALL 4 LEARNING CHILDCARE CENTER				

All information is required. Individuals who do not provide the following information will not receive credit for attending the training session.

Name (please print)	Registry ID#	Address (city, state, zip)	Phone (include area code)	Personal Email	Signature
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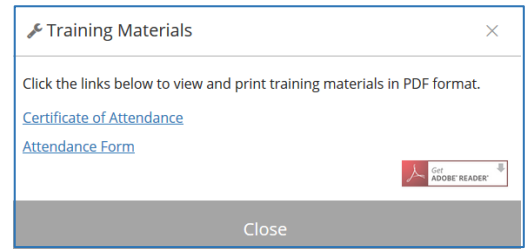
**NOTE:** As noted on the form, all fields are required to be completed. Attendee's **original signature is required in order to award them credit for attending.** If the Event has multiple sessions, attendees will need to complete and sign a separate Attendance Sheet at each session.

Real-time events using a virtual platform such as Zoom or Go-to-Meeting also require verifiable documentation of attendance. Use the reporting tools available in the platform to track and verify attendance. Just as with in-person training, any attendee not on the attendance report cannot be given credit for attending the event.

3. If attendees will receive certificates of completion, prepare them before the training starts. The certificate available in the Event Training Materials can be used or create your own.

**NOTE:** Certificates must include the same information as the Growing Futures certificate, including:

- Attendee's name
- Title of the training
- Event ID number
- Clock hours
- Location
- ND core competency area
- Training level
- Date
- Name of the training sponsor
- Trainer's name and signature



## At the Event

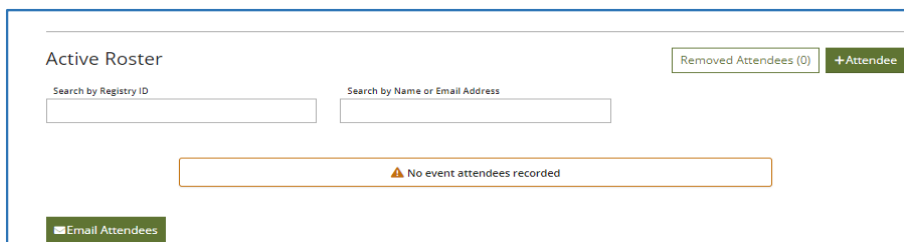
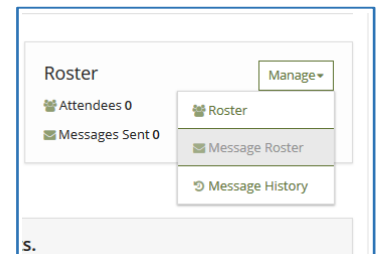
4. Take attendance, making sure that attendees provide all required information on the Attendance Sheet. Their original signature is required.
5. Remove the attendance sheet after the event begins. Attendees who arrive more than 10 minutes after the start time may not receive credit for attending. As well, attendees who leave early may not be given credit for attendance. Remember, no partial credit can be given.

## After the Event

Within ten (10) days after the last session of the Event, credit must be awarded to the attendees and the Event should be closed.

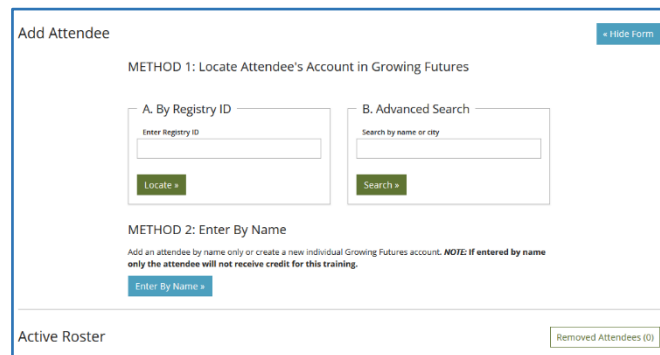
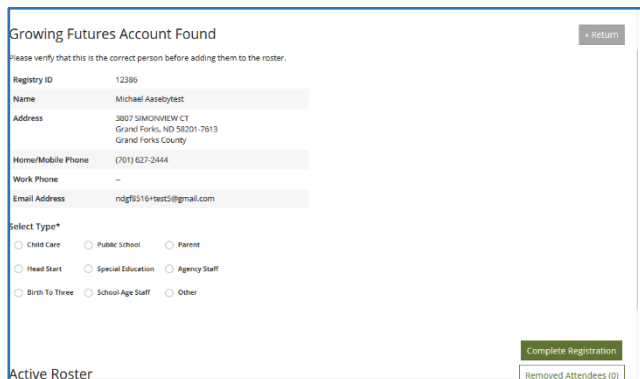
6. To award credit, each attendee's name needs to be entered in the Event roster. Open the Event in Growing Futures.

In the Roster box at the top right, click on Manage and on the drop-down, select Roster.



7. Click on +Attendee.

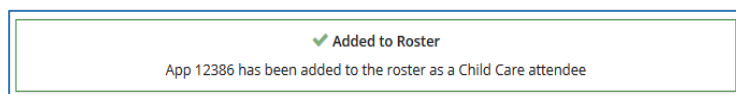
8. Enter an attendee's Registry ID# in the box and click on Locate.  
You can also search for an attendee by name.



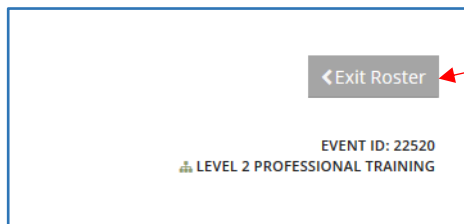
A person's information will pop up. Make sure that is the correct person by comparing the information to the information on the Attendance Sheet.

Select a Type and then click Complete Registration.

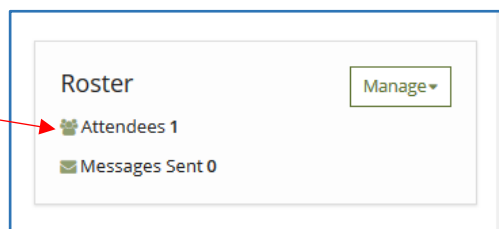
**NOTE:** Once a name is added to the roster it cannot be removed. Contact the Registry for assistance.



9. When all the attendees have been added to the roster, click Exit Roster at the top right.



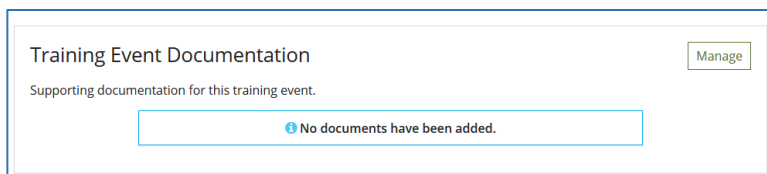
The number of attendees will be displayed.



10. Email, or upload (see below) the original attendance sheets to the Registry once the attendees are entered in the Roster. Attendees will be cross-checked with the roster when the Growing Futures Registry receives the forms.

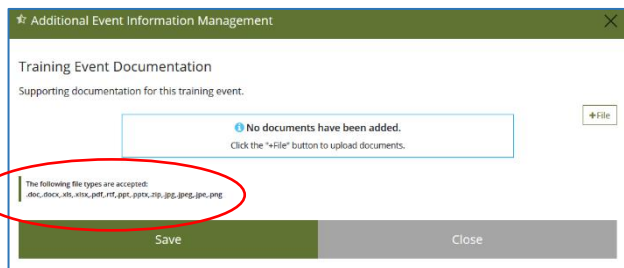
- o Email to [registry@ndgrowingfutures.org](mailto:registry@ndgrowingfutures.org)

11. If you choose to upload your Attendance Sheet to the Event, select Manage in the Training Event Documentation section.

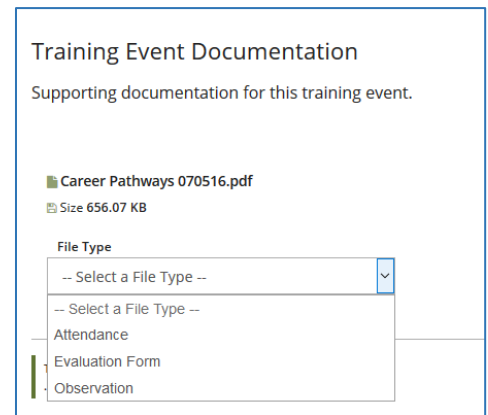


Then click +File.

Find and choose the document in your files to upload. Make sure the document is in one of the accepted file formats.





Under the File Type drop-down, select Attendance.  
Then Save.



Training Event Documentation

Supporting documentation for this training event.

 Career Pathways 070516.pdf

 Size 656.07 KB

File Type

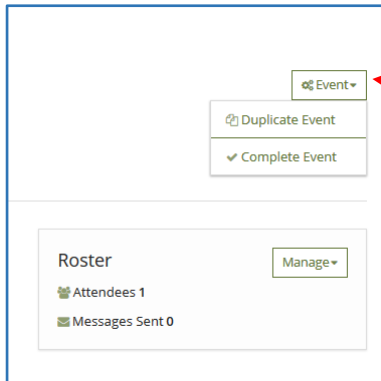
-- Select a File Type --

-- Select a File Type --

Attendance

Evaluation Form

Observation



Event

Duplicate Event

Complete Event

Roster

Attendees 1

Messages Sent 0

Manage

**12.** The final step in managing the Event is to close it.

On the Event drop-down at the top right, select Complete Event.

**NOTE:** Once the Event is closed, attendees cannot be added to the roster.