

SC Endeavors Registry

Training Event Roster Upgrades

Attendees/Verified for Online Registration Attendance Rosters

This feature is only available for training events set up for online registration after attendance has been entered.

1. Use the top left menu to select **TRAINING ENTRY**. Locate the training event using the **EVENTS** tab already selected.
2. On the right side, the Roster box will have two types of attendees with numbers.
 - **Attendees** (number of individuals registered for the training)
 - **Verified** (number of individuals received training credit hours for the training)

#165457
Baby Jam 2022 Session 2

01/22/2022 Event

Instructor Led Training / 12:30 PM - 02:00 PM
Classroom Hours 1.50 / Course Level Registered

[View Course Details](#)

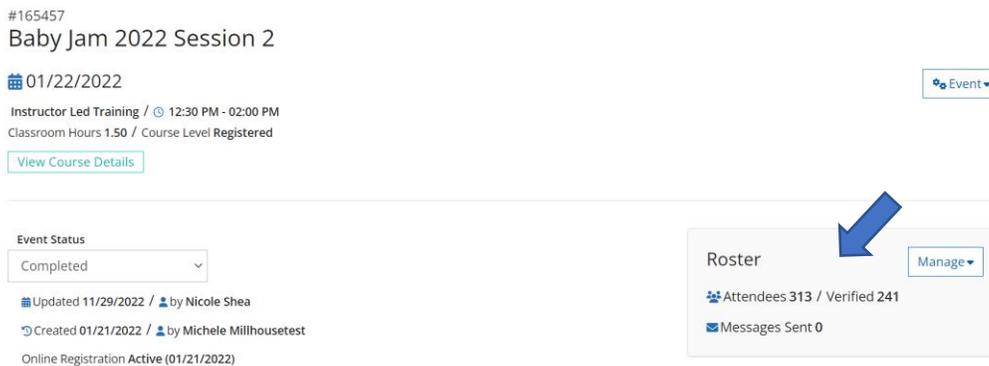
Event Status
Completed

Updated 11/29/2022 / by Nicole Shea
Created 01/21/2022 / by Michele Millhousestest
Online Registration Active (01/21/2022)

Roster Manage

Attendees 313 / Verified 241

Messages Sent 0



Search Verified and Unverified Attendees for Online Registration Attendance Rosters

This feature is only available for training events set up for online registration after attendance has been entered.

1. Use the top left menu to select **TRAINING ENTRY**. Locate the training event using the **EVENTS** tab already selected.
2. Click on the **MANAGE** button and choose **ROSTER**.
3. Click on the **VERIFY ATTENDEES** option.

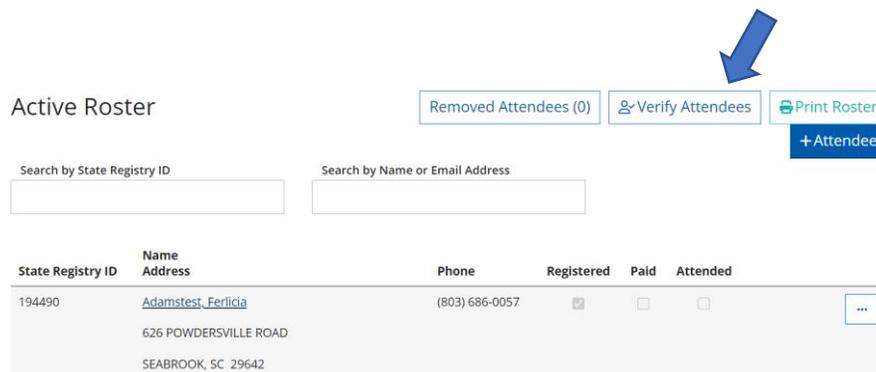
Active Roster

Removed Attendees (0) [Verify Attendees](#) [Print Roster](#) [+ Attendee](#)

Search by State Registry ID

Search by Name or Email Address

State Registry ID	Name Address	Phone	Registered	Paid	Attended	
194490	Adamstest, Ferlicia 626 POWDERSVILLE ROAD SEABROOK, SC 29642	(803) 686-0057	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	...



SC Endeavors Registry

- On the **VERIFY ATTENDEES** page, trainers will be able to use **FILTER ATTENDEES** located on the left side of the page to filter for the following on training rosters:
 - Search for attendees by **NAME**
 - Search for attendees by **STATE REGISTRY ID**
 - Search by **EMAIL**
 - Search by **VERIFIED** attendees (attendees receiving training credit)
 - Search by **UNVERIFIED** attendees (attendees NOT receiving training credit)
- After making your filter options, scroll down and click **SEARCH**.
- Trainers can also change the status of **UNVERIFIED** attendees by checking the **SELECT ALL** box, all unverified attendees will be verified and will receive training credit or by checking the box next to individual names and only the individuals with a check mark will receive training credit. After your selections have been made click the **UPDATE VERIFICATION STATUS** button located on the right side of the page. Review the names of the attendees receiving a status change to **VERIFY** and receiving training credit. Click **UPDATE STATUS** and **OK** to complete the status change for training credit.

The screenshot displays the 'Verify Attendees' interface for Event #165457, 'Baby Jam 2022 Session 2'. The page includes a navigation bar with 'SC Endeavors Registry', 'Training Administration', and 'My Cart'. The event details show it is 'Completed' on 'Saturday, January 22, 2022' with '1.5 Course Hours' and 'Registered' attendees.

The 'Event Roster' section features a 'Filter Attendees' sidebar on the left, highlighted by a blue arrow. The sidebar contains search fields for 'Registrant Name', 'State Registry ID', and 'Email', and a 'Verification Status' section with radio buttons for 'Verified' and 'Unverified' (selected). A 'Search' button and a 'Reset' button are at the bottom of the sidebar.

The main content area shows a list of attendees with the following details:

State Registry ID	Name	Email
#112929	Carolyn Torres grohtest	Carolyn.Torres.grohtest@email.com
#117872	Caroline Jenkinstest	Caroline.Jenkinstest@email.com
#119320	Belinda Reeveestest	Belinda.Reeveestest@email.com
#124222	Jennier Duffentest	Jennier.Duffentest@email.com

Additional controls include a 'Sort by' dropdown set to 'State Registry ID', a 'Sort By Order' dropdown set to 'Ascending', a 'Select All' checkbox, and an 'Update Verification Status' button. The page indicates 'Showing 1-25 out of 67' attendees.

SC Endeavors Registry

Search by Name on Attendance Rosters

This feature is available for ALL training events with attendance entered.

1. Use the top left menu to select **TRAINING ENTRY**. Locate the training event using the **EVENTS** tab already selected.
2. Click on the **MANAGE** button located on the right side of the page in the **ROSTER** box. Select **ROSTER** from the drop down menu.
3. Under the ACTIVE ROSTER section, trainers can search for attendees on the roster using the following search boxes:
 - **Search by State Registry ID**
 - **Search by Name or Email Address**
4. After entering the required information in ONE of the search boxes, click **SEARCH**.
5. The attendee matching the entered information will generate.

Training Event Attendance

< Exit Roster

Test

EVENT ID:173694
REGISTERED

Tuesday, April 4, 2023

9:00 AM to 11:00 AM
(2.00 Hours)

Location

Greenville, SC

Primary Trainer

Nicole Shea

Active Roster

Removed Attendees (0)

Print Roster

Search by State Registry ID

Search by Name or Email Address

State Registry ID	Name Address	Phone	
664671	Byrd, Issiah 225 S PLEASANTBURG DR C7 GREENVILLE, SC 29607-2544	(864) 250-8678	...

SC Endeavors Registry