The UWEC Workshop Registration System acts as a center for administrators to create and manage workshops and student/staff/faculty to enroll in scheduled workshops. The UWEC Workshop Registration System is also known as Application 153.

Contents:

- Workshop Admins
- Workshop Participants

Workshop Participants

There are two Workshop Registration Systems. You can access them by clicking the respective link below that you would like to access

- CETL/EDI Workshop Registration System
- Training/Other Workshop Registration System

Contents:

- How to View Upcoming Workshops
- How to Register For a Workshop
- How to Withdraw From a Workshop
- How to View Past Workshops

How to View Upcoming Workshops

1. Navigate to the appropriate workshop system, links are located [here](#)
2. Click **Offerings** or **Workshops** in the left navigation menu

   **NOTE:** Clicking **Offerings** allows you to view workshops by their category, and clicking **Workshops** allows you to view all scheduled workshops.

3. Navigate to the **offering** you would like

   ![Offerings and Workshops menu]

4. Scroll through the page to view the upcoming workshops
   
   (OPTIONAL): You may click on **Details** to get more information about the workshop you're interested in.

### How to Register For a Workshop

1. Navigate to the appropriate workshop system; links are located [here](#)

2. Navigate to the workshop you would like to enroll in by following the steps in the **View Upcoming Workshops** section above

   **NOTE:** You will get a calendar request automatically after registering for the workshop.

3. Next to the workshop, there will be an option to **Register**, click this:

   ![Workshop registration]

### How to Withdraw From a Workshop

1. Navigate to the appropriate workshop system; links are located [here](#)

2. Click **My Workshops** to view your upcoming workshops

3. Click **Withdraw** next to the workshop you would like to withdraw from

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How to View Past Workshops

1. Click **My Workshops** in the left navigation menu

2. Click **Past Workshops** in the top-right of the page

From here, you will see a list of past workshops you have attended, you may click **Details** to look into more information regarding this workshop.

Workshop Admins

There are two Workshop Registration Systems. You can access them by clicking the respective link below that you would like to access

- CETL/EDI Workshop Registration System
Contents:

- Create an Offering
- Creating Workshops Under Offerings
- Adding a New Building
- Adding Linked Resources
- How to Copy Workshop and Change Session
- How to Download Attendance Sheets

Administrators must provide their campus username and password to access the Workshop Registration System.

Create an Offering

1. Click **New Offering**

2. Type desired name

3. Type descriptions

4. Click **save**
NOTE: Once users create offerings, they can not be deleted.

Creating Workshops Under Offerings

All workshops will be listed under offerings.

1. Navigate to the left side panel
2. Click workshops
3. Click the plus sign to add a workshop
4. Select offering type from drop-down menu
5. Select other for workshop title in dropdown menu
6. Type title
7. Select *building* from drop-down menu
   
   **NOTES:** If desired building does not appear, follow the instructions below on how to add buildings.

8. Select *location* from drop-down menu

9. Select *presenter* from drop-down menu
   
   **NOTES:** Only admin can be presenter.

10. Type seat count

11. Type desired beginning start date
   
   **NOTES:** User may edit time on the side.

12. Type end of registration

13. Type start time

14. Type end time
   
   **NOTES:** You can manually change time by typing time directly into box.

15. Select *semester* from drop-down menu

16. Select *year* from drop-down menu

17. Type workshop description

18. Prerequisites if needed

19. Click **save**
Adding a New Building

1. Click **Administration options**
   - My Workshops
   - Offerings
   - Workshops
   - Report Panel
   - Administer Options

2. Click **Locations**
   - Back
   - Locations
   - Users

3. Click **new location**
   - Locations
   - Old Library: 2 Rooms

4. Click **new building**
   - Create a New Location
   - Select Building
   - New Building
5. Type building name
6. Select *Location* from drop-down menu
7. Type room number
8. Type room capacity
9. Click **save**

Adding Linked Resources

1. Click **Edit Resources**

   "Sharing the UW-Eau Claire Story" Session #1
   Campus conversation continued: Who is UW-Eau Claire and how do we share the story?
   Date: 2018-10-17
   Start Time: 08:30AM
   End Time: 10:00AM
   Building: Richard E. Hibbard Humanities Hall
   Location: Room 801 (Penthouse) | Capacity 30
   Seats Open: 1/4
   Description: This conversation takes the UW-Eau Claire personality insights from the "Who is UW-Eau Claire?" sessions and translates them into messages, impacting how we tell our story to prospective students and the world.
   Prerequisites: None

2. Click **Add Link**

   "Sharing the UW-Eau Claire Story" Session

3. Select **Order**

4. **Type description**
5. **Type linked URL address**

6. **Click save**

Create Link

<table>
<thead>
<tr>
<th>Order</th>
<th>Description</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Enter Description</td>
<td>Enter URL</td>
</tr>
</tbody>
</table>

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**How to a Copy Workshop and Change Session**

1. **Click Green Copy Button**

2. Form should auto fill.

3. Change desired session information.

4. **Click save**
How to Download Attendance Sheets

1. Click **report panel**

```
Offerings
Workshops

Report Panel
Administer Options
```

2. Select **report type**

3. Select **workshops** drop-down menu

4. Select **semester** drop-down menu

5. Select **year** from drop-down menu

6. Click **generate report**

```
Type of Report Semester Year
Workshops Spring 2016

Generate Report
```

7. Click **view information**
8. Click **download** Workshop Information

    7 Habits 2-Day Workshop March 19-20, 2018

    *NOTES: It downloads into excel by default.*

9. Then, save excel document