

# Training: Workshop Registration System

Last Modified on 05/06/2022 12:48 pm CDT

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 Participants](#)
- [Workshop Admins](#)

## Workshop Participants

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

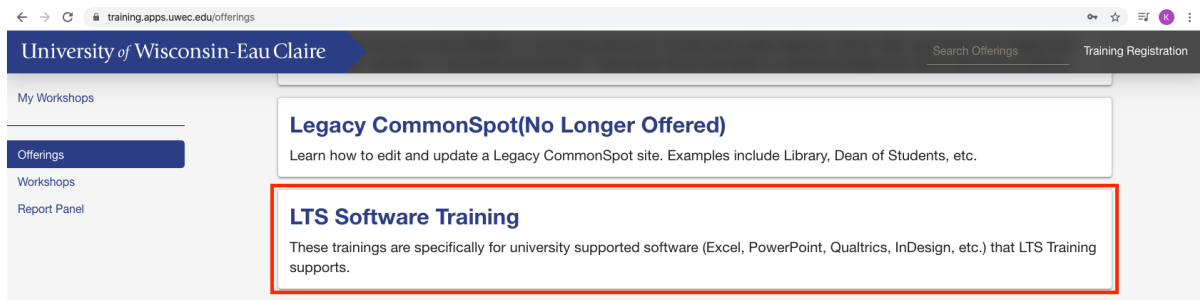
- [CETL/EDI Workshop Registration System](#)
- [Training/Other Workshop Registration System](#)

## Contents:

- [How to View Upcoming Workshops](#)
- [How to Register For a Workshop](#)
- [How to Withdraw From a Workshop](#)
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## How to View Upcoming Workshops

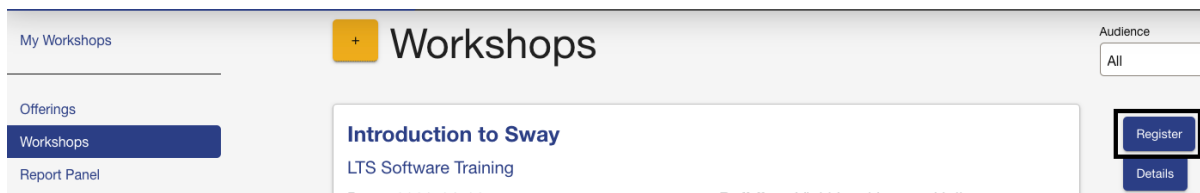
1. Navigate to the appropriate workshop system, links are located [here](#)
2. Click **Offerings** or **Workshops** in the left navigation menu  
*NOTE: Clicking **Offerings** allows you to view workshops by their category, and clicking **Workshops** allows you to view all scheduled workshops.*
3. Navigate to the *offering* you would like



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.

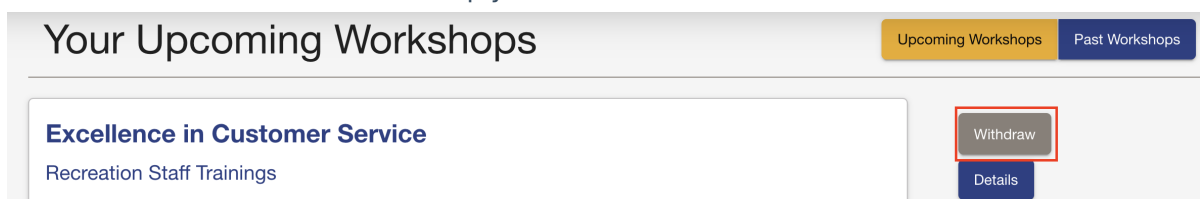
## How to Register For a Workshop

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:



## 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

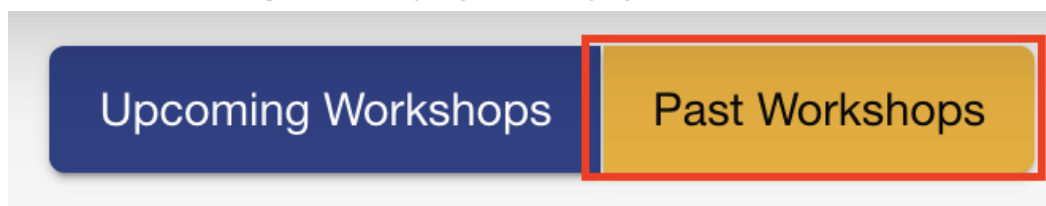


## How to View Past Workshops

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.

<b>Qualtrics Basics</b> LTS Software Training <b>Date:</b> 2020-01-06 <b>Start Time:</b> 10:00AM	<b>Building:</b> Vicki Lord Larson Hall <b>Location:</b> Room 1132   Capacity 20	<a href="#">Details</a> <a href="#">iCal</a>
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## 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](#)
- [Training/Other Workshop Registration System](#)

## Contents:

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

## Create an Offering

1. Click the plus button next to *offerings*



2. Type desired name into the *Offering Name* text box
3. Type description into the *Description* text box
4. Click **Save**

### Create a New Offering ✕

Offering Name

Description

Uncheck checkbox to inactivate / retire offering

+ save

✕ cancel

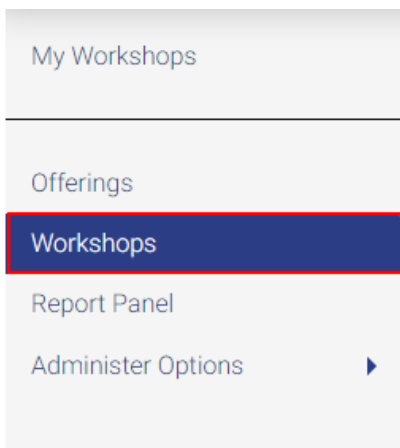
*NOTE: Once users create offerings, they can not be deleted.*

*NOTE: You can uncheck the checkbox above the **save** button to inactivate/retire an offering*

## 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 next to *workshops*



4. Click **Select Offering**. Select an **offering type** from the drop-down menu
5. Click **Select Workshop**. Select a **workshop type** from the drop-down menu  
(OPTIONAL): Select **Other** from this drop-down menu to create a new workshop title for that

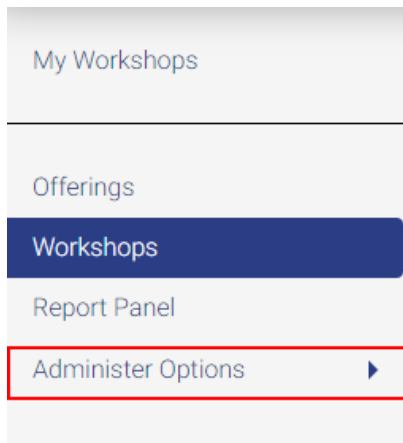
offering

6. Click **Select Location**. Select a **building** from the drop-down menu  
*NOTE: If desired building does not appear, follow the instructions [here](#) on how to add buildings/locations.*
7. Click **Select Location**. Select a **location** from the drop-down menu
8. Click **Select Presenter**. Select a **presenter** from the drop-down menu  
*NOTE: Only registration system admins can be presenters.*
9. Type seat count
10. Paste a Survey URL for feedback from your workshop
11. Click in the *Beginning of Registration* text box. Select a date/time
12. Click in the *End of Registration* text box. Select a date/time
13. Click in the *Start Time* text box. Select a date/time
14. Click in the *End Time* text box. Select a date/time  
*NOTE: You can manually change time by typing time directly into box.*
15. Click **Select Semester**. Select a **semester** from the drop-down menu
16. Select a **year** from the *year* drop-down menu
17. Type workshop description into the *Description* text box
18. Check boxes for who is invited to register (Faculty and/or Staff)
19. Type learning outcomes into the *Learning Outcomes* text box
20. Type Prerequisites into the *Prerequisites* text box, if needed
21. Click **Save**

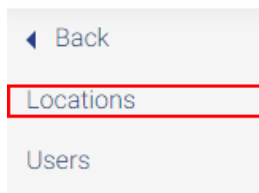
The image shows a portion of a web form. At the top, there is a text box labeled 'Description'. Below it is another text box labeled 'Prerequisites'. At the bottom of the form, there are two buttons: a blue button with a white 'Save' icon and text, and a red button with a white 'Cancel' icon and text.

## Adding a New Building/Location

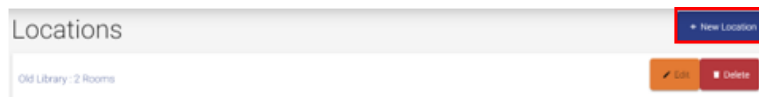
1. Click **Administration options**



2. Click **Locations**



3. Click **New Location**



4. Click **New Building**



5. Select *Building* from drop menu

6. Type room number

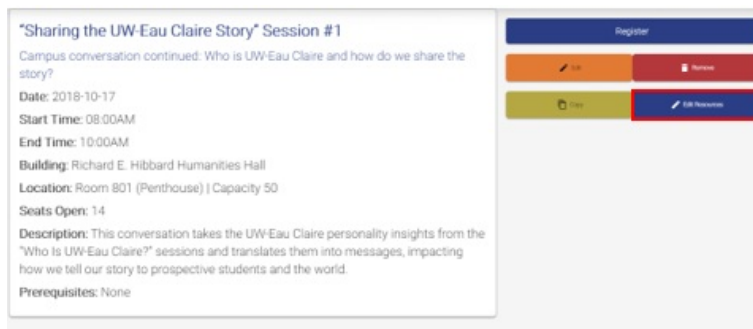
7. Type room capacity

8. Click **save**



## Adding Linked Resources

1. Click **Edit Resources**



2. Click **Add Link**



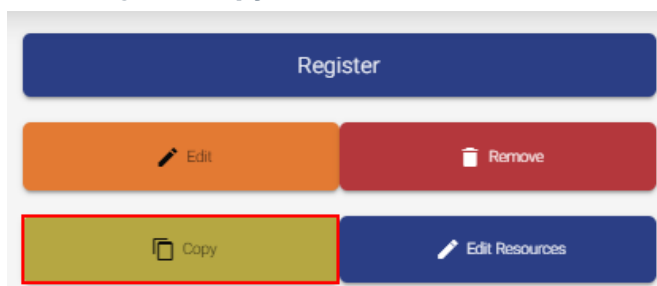
3. Select *Order*
4. *Type description*
5. *Type linked URL address*
6. Click **save**

## Create Link

Order	Description	URL
<input type="text" value="0"/>	<input type="text" value="Enter Description"/>	<input type="text" value="Enter URL"/>

# How to Copy a Workshop and Change Session

1. Click the green **Copy** button



*NOTE: Form should auto fill with original workshop information.*

2. Change desired session information
3. Click **Save**

Description

Prerequisites

Save Cancel

## 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**

View Information

8. Click **Download**

Workshop Information

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

Download

*NOTES: It downloads into excel by default.*

9. Then, save excel document
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