

Pre-Registering Participants

 pd-help.frontlineeducation.com/hc/en-us/articles/115004322628-Pre-Registering-Participants

Professional Learning Management contains tools to manage activity rosters. Pre-Register allows for central registration of participants before an activity begins.

Each participant added to an activity roster using Pre-register will be automatically pre-approved to attend the event, and the activity record will be listed in their LearningPlan as "Approved and In Progress". Participants will receive an email letting them know they have been pre-registered in a class (assuming their email notification is set to YES in their User Profile).

By using this tool, district administrators can pre-select/enroll participants and bypass the pre-approval process. All participants will still require final approval in order to receive hours/credit for attending the activity. Pre-Register is designed to work in conjunction with Confirm Attendance (which performs a batch final approval).

Using the Pre-Register tool is a two-step process. First, it is necessary to create an activity entry. Second, click on the title of the activity in Enrollment Tools, select the pre-register link, and add participants. It is important to note that Pre-Register only works with upcoming activities. The Start and End Date of the activity must be in the future, or you will not be able to use this tool. If you need to add users to an activity that has already occurred, please use the add participants tool in the Confirm Attendance link.

Use these steps to Pre-Register Participants:

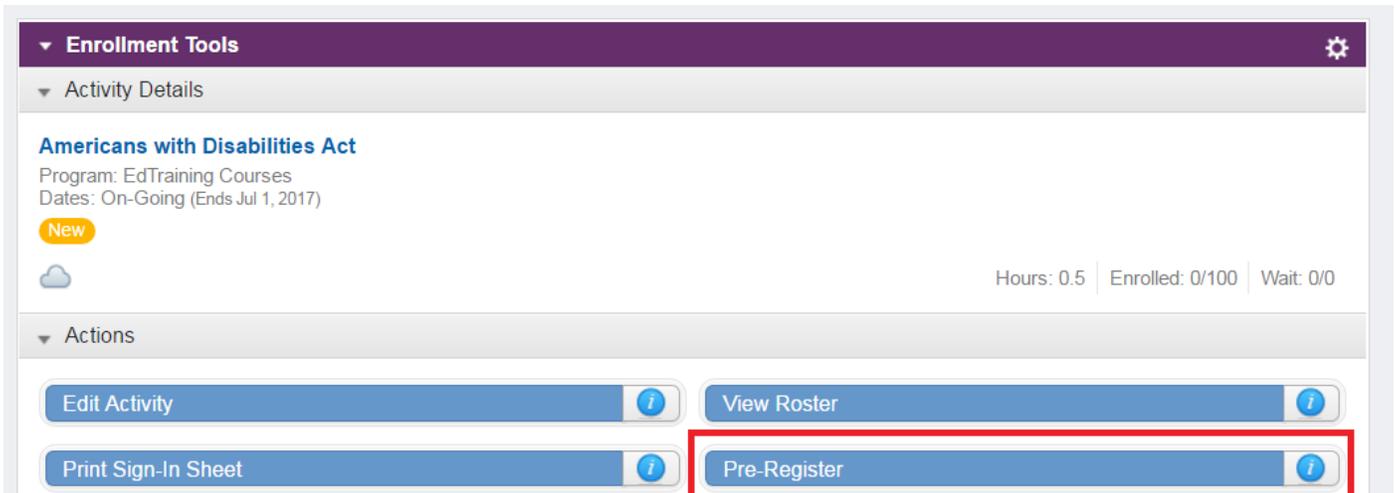
1. Once you click on Enrollment tools under the District Admin tab, the screen provides important information regarding all activities. The columns next to the activity titles indicate the number of participants in each category. Click on the column headings to sort the list by that column.

Note: If you do not see an activity listed, be sure that the viewing options at the top of the screen are set correctly (the Start Date of the activity is within the dates indicated, and the correct option regarding archived and active activities is selected).

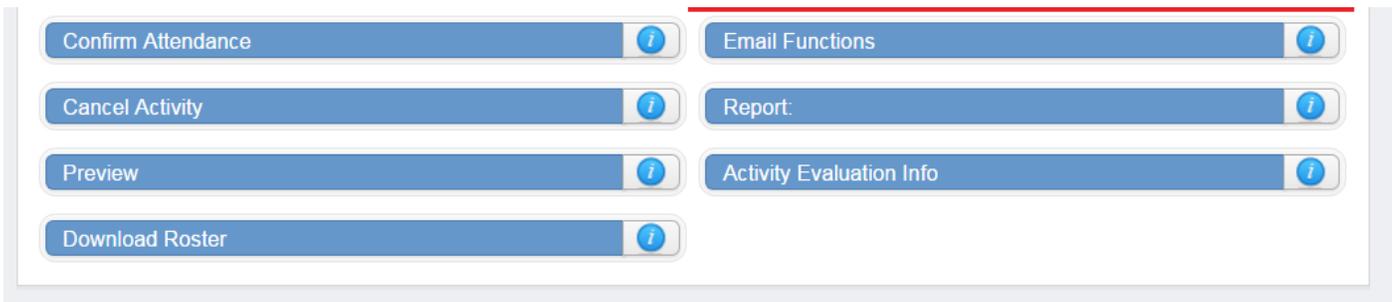
2. Click on the Activity Title of the activity in which you will be pre-registering participants.

3. Clicking the Pre-Register link will access the Activity Roster Management tool.

Note: Functions on the Activity Functions list are dependent upon a user's rights. If Pre-Register is not listed, it is because you do not have the rights to use this function or the activity has already occurred. If the activity has passed you may add registrants by clicking the Confirm Attendance button.



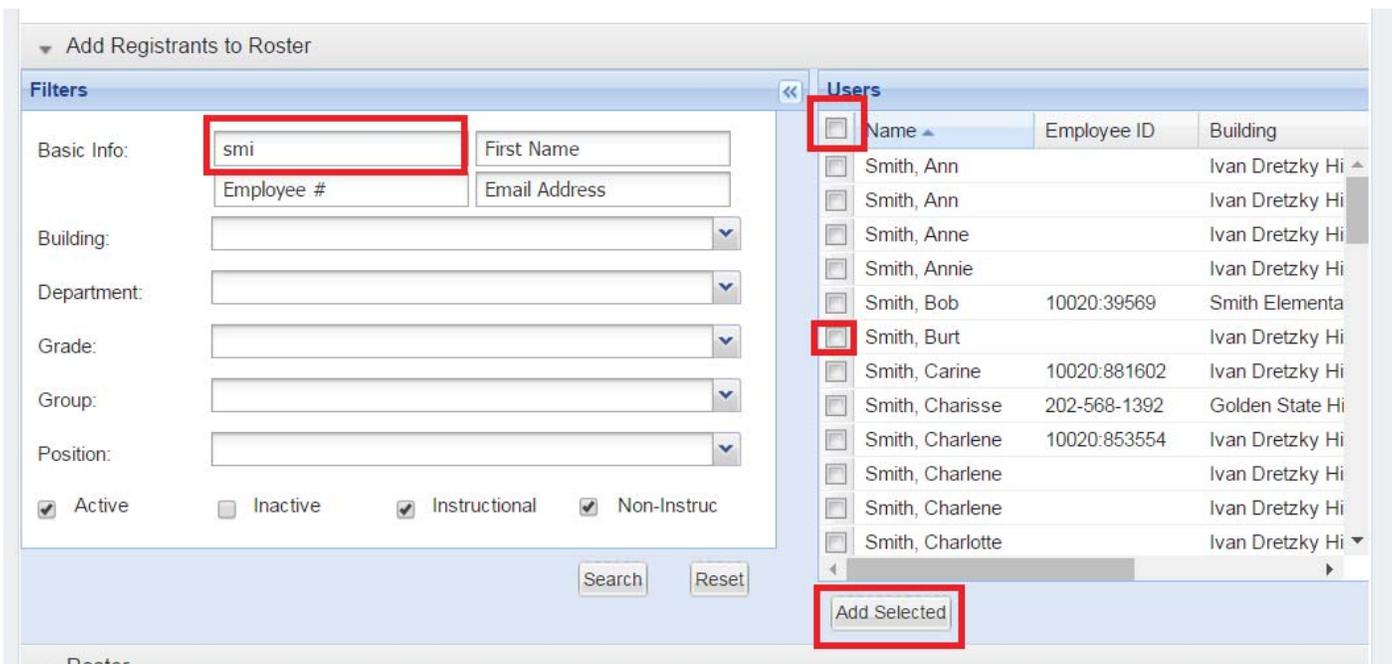
The screenshot displays the 'Enrollment Tools' interface. At the top, there is a purple header with 'Enrollment Tools' and a gear icon. Below this is a section for 'Activity Details' featuring the activity 'Americans with Disabilities Act'. The activity details include 'Program: EdTraining Courses' and 'Dates: On-Going (Ends Jul 1, 2017)'. A 'New' badge is present. To the right, statistics are shown: 'Hours: 0.5 | Enrolled: 0/100 | Wait: 0/0'. Below the activity details is an 'Actions' section containing four buttons: 'Edit Activity', 'View Roster', 'Print Sign-In Sheet', and 'Pre-Register'. The 'Pre-Register' button is highlighted with a red rectangular border.



4. Identify participants using the Roster Management tool.

Participants are identified from your organization's user list by using the search features in the Add Participants section. Search based upon any information known about the participants. Enter information in the appropriate fields, and then click **Search** to locate all users that meet the criteria.

Clicking Search without entering any information will return the full user list. Entering information in multiple fields and then clicking Search will provide more specific results.



5. Review the results of the search in the results box. Click on the box next to the names of the individuals to be added to the Roster. Use the Check All button to select everyone on the list.

Click **Add Selected User** to move the names to the Roster.

Repeat steps 4 & 5 as many times as necessary to identify all participants.

6. Click **Save** at the bottom of the screen to save the Roster. Once the Roster is saved, the activity title will appear in each participant's My Requests area under the status "Approved and In Progress".

Note: By default, an email will be sent to all participants (that have enabled email notification in their user profile) once their status has been set to "In Progress" and the Roster has been saved. To disable the email notification, click the **Change Settings** button at the bottom of the screen and change the "Is Changed to In Progress" setting to **NO**.