The Registry
2908 Marketplace Drive #103
Fitchburg, WI, 53719
www.the-registry.org

The Registry App

DOWNLOADING

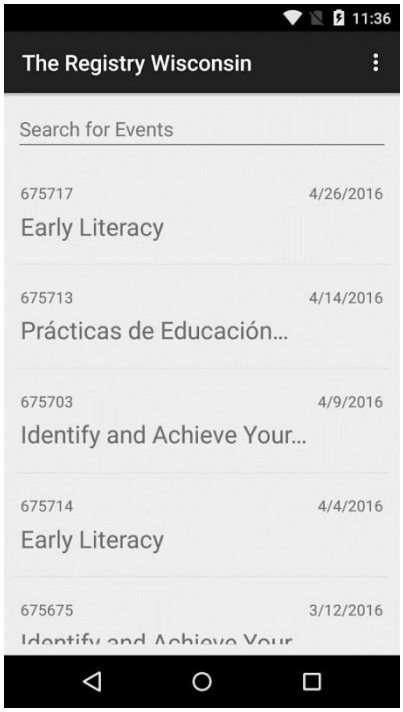
1. Go to Google Play or to the App Store. Search for "The Registry Wisconsin".
2. Download the app to your smart phone or mobile device.

SIGN IN

1. Click on the app icon on your smart phone or mobile device.
2. Enter email and password, then click on **Sign In**.

REVIEW YOUR EVENTS

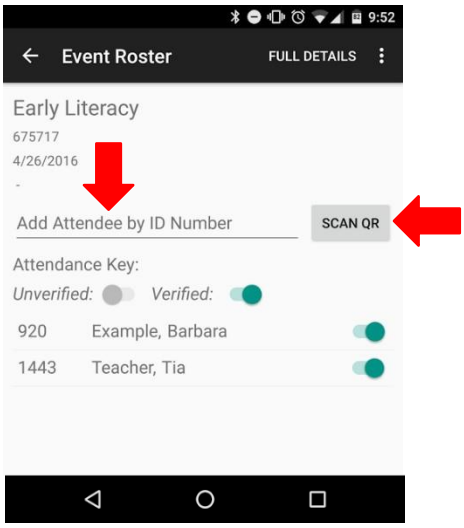
1. You will see a list of your training events with the Event Title, Event ID and Event Start Date.
2. Click on the event title.
3. Click on **Full Details** to see more details about the event.



TAKE ATTENDANCE

Attendance can be taken after you sign in and select your event. There are two ways to take attendance:

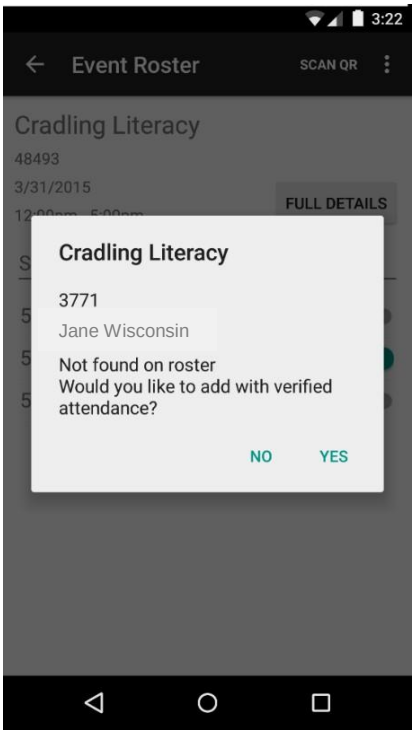
1. Click on **Scan QR**. This works with attendees who bring their Registry Cards.
    a. Hold your smart phone or mobile device about six inches above the QR code on the Registry Card. Hold still! The app will automatically read the code.
    b. Click **Yes** to verify the individual's attendance.
2. Click on **Add Attendee by ID Number** if an attendee doesn't have a Registry Card but has an Individual ID Number.
    a. Enter the ID Number.
    b. Click on **Search for Individual ID Number**.
    c. Click **Yes** to verify the individual's attendance.
    d. Select Appropriate "Type" from the list.



AFTER THE EVENT

You can view your attendance through The Registry App after the event. You may add attendees by their ID Numbers at this time.

Attendees who do not have a Registry ID number can be added to the roster by accessing your event at www.the-registry.org



USER QUESTIONS

Q. What if my event has multiple sessions?
A. Attendees are given credit for the entire event when entered on a roster. If your event is divided into multiple sessions, you are encouraged to keep track of the attendance for each session by using a paper form. At the last session, you may use the app to enter persons who have attended the entire event.

Q. What if an attendee does not know or have a Registry ID Number?
A. You can handle this situation the same way you have always done. Some suggestions are:

- Ask the attendee to sign up for a Registry account and email the ID Number to you after the training. Add the attendee's ID Number to the roster by using The Registry App or accessing your event at www.the-registry.org
- Request attendees have a Registry ID Number prior to your event. This can be done when setting up your event.
- Use the paper attendance form and enter the person's information after the training by accessing your event at www.the-registry.org

Q. Who can I contact for technical assistance?
A. You may email The Registry at support@the-registry.org or call 608-222-1123.