



State of Arizona
Department of Education

HNS # 17-2015

MEMORANDUM

To: Health and Nutrition Services Program Participants

From: Mary Szafranski, Associate Superintendent
Arizona Department of Education, Health & Nutrition Services Division

Date: August 26, 2015

RE: New "Calendar of Events" Registration Page

Original Signed

The Arizona Department of Education (ADE) has a new "Calendar of Events". This new system will keep a transcript of all events each individual attends through the ADE. Here are some frequently asked questions and answers to help you navigate the new system.

What is the New Calendar of Events system?

The new Calendar of Events system will host all ADE event registrations. It will also keep a transcript of all the events each person registers for and attends, and will allow people to access and print their certificates of attendance from any computer at any time.

What will the new Calendar of Events look like?

The new page will look similar to a Microsoft Outlook calendar, and events are categorized in various colors depending on the type of events. Meetings will be in red, webinars will be in orange, conferences in green, and workshops and trainings in blue.

How can I find Health and Nutrition Services events?

From the Health and Nutrition Services home page, <http://www.azed.gov/health-nutrition/> the Calendar of Events page can be accessed by clicking on Event Registration on the right-side of the page.

From the new Calendar of Events home page <https://ems.azed.gov>, you can filter by program area, audience, and grade level. Health and Nutrition Services will have events listed in the following Program Areas:

- Child and Adult Care Food Programs (CACFP) - Select *Child and Adult Care Food Programs*
- School Foods Programs (USDA Foods and Processing)- Select *School Food Programs/School Nutrition Programs*

- School Health Programs (PE/PA, Drug Impairment Trainings)- Select ***Coordinated School Health***
- School Nutrition Programs (National School Lunch and School Breakfast Programs)- Select ***School Food Programs/School Nutrition Programs***
- Summer Food Service Programs- Select ***Summer Food Service Programs***

Choose the appropriate program area and click search. This will bring up all the events being offered by that program area. Health and Nutrition Services does not recommend including audience or grade level in your searches. This will add too many filters and will limit the number of events that you see. The best practice is to filter by Program Area only for Health and Nutrition Services events.

Where can I find trainings about the new Arizona Physical Education Standards?

Currently, all trainings related to physical education and physical activity will be listed under the Coordinated School Health program area. Look for additional communication from that program area if there are changes to that location in the future.

How do I get more information about events?

When you find an event on the calendar, you can click on the event to open up additional details including a description, location and other details.

How do I register for an event?

You can register for events in two ways:

1. Click on Register Now. This will prompt you to create an ADEConnect account and complete your registration for that event.
2. Click Add to Cart. This will save the event in your cart, and you can continue browsing. Once you have added all the events you want to attend to your cart, click on the cart in the upper right corner. This will take you to a summary of all the events you chose. Click “Proceed to Checkout”. This will take you to a new screen where you can enter additional information and click Confirm Registration. Using this method, you can register yourself for multiple events using one checkout process.

Once you finish registering, you can see a list of all the events you’ve registered for by clicking on the “Registered” tab at the top of the page.

What should I do if I do not have an ADEConnect account?

1. **Employees at public schools and charter schools:** If you log in to a Student Information System that is federated with ADEConnect (most are) you should automatically have an ADEConnect account. Click the ADEConnect link in your Student Information System, then go to <https://ems.azed.gov> to access the Calendar of Events page. When you click on login on the Calendar of Events page, you will automatically be signed in.

If you have an ADEConnect account given to you by your Entity Administrator, you may

login to Calendar of Events with this account. When registering for an event you will be prompted to confirm you have an ADEConnect account. Click “Yes” and then enter your account username and password. When you click OK, you will automatically be connected through ADEConnect and can complete the registration process. We encourage you to try clicking “yes” first. Many of you will have an ADEConnect account, but have not been given access to any of the academic applications or programs accessible through the portal (like grants management etc.). You can likely still login and register for events using ADEConnect without having to go through your district ADEConnect administrator.

2. **Employees of private schools, RCCIs, schools affiliated with the Bureau of Indian Education, Child and Adult Care Centers, and caterers/management companies:**

You will be prompted to create an ADEConnect account before the registration process can be completed. Simply fill in the requested information. Be sure to write down the email address you use to create your account (preferably a work email address). This will be the information used to create your transcript and will be the email address used when email notifications are sent out. You should only register for 1 ADEConnect account. Once you create your account, you should be redirected to complete your registration.

Do you have an ADEConnect Account?

If you do not have an ADEConnect account or only use your Student Information System to access ADEConnect, you are required to create an ADEConnect sign-in account to access Calendar of Events. Once you have completed the ADEConnect registration process, you will need to add the event to your cart again. You will need to perform this registration step only once for all future registrations.

First Name:*	Middle Name:	Last Name:*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Mailing Address (Line 1):*	Address (Line 2)	
<input type="text"/>	<input type="text"/>	
City:*	State:*	Zip:*
<input type="text"/>	State <input type="text"/>	<input type="text"/>
Phone:*	Phone Type:	
<input type="text"/>	Cell <input type="text"/>	
Date of Birth:*		
<input type="text"/>		
Email Address:*	Confirm Your Email Address:*	
<input type="text"/>	<input type="text"/>	
<input type="checkbox"/> I'm not a robot	 reCAPTCHA Privacy - Terms	<input type="button" value="Submit"/>

Can I register multiple staff members to attend an event?

The new system tracks events by person, based on your ADEConnect account. This means you **cannot register multiple times or reserve multiple places at an event.** Each individual who will be attending the event will need to register him/herself. Individuals can either login from their own computers, or create their own ADEConnect accounts using the information in the question above. Directors and managers will need to log out of their computers, then log on as a guest if other staff members will be using the director/manager's computer to register for events.

If I put events in the shopping cart and check out, will I be charged?

You will only be charged for an event if there is a fee associated with the event. If the amount due in your shopping cart says \$0.00, you will not be charged for attending the events. This feature is intended to streamline registering for multiple events. You can add multiple events to your cart, then checkout and register for them at one time, rather than registering for each event separately.

How do I remove an event from my cart?

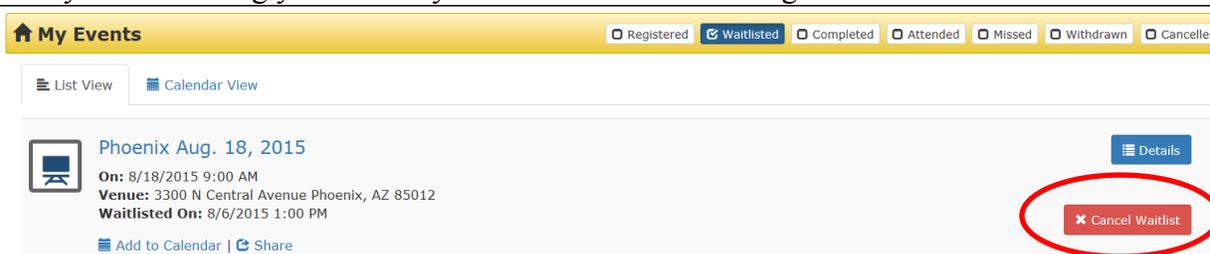
Each event you add to your cart will have a small trash can icon near the right side of the screen. Simply click on the trash can to remove the training from your cart.

What if the event is full and it says registration is closed?

If the event is full, you will either be prompted to register then be added to an automatic waitlist, or you can contact Health and Nutrition to be added to a waitlist if there isn't an option to register. Contact information for each event can be found by clicking the Contact Details link at the bottom of the event details pop up box.

How do I cancel my registration?

When you are viewing your events you can choose "Cancel Registration" or "Cancel Waitlist"



Will I receive reminders about my upcoming trainings?

Yes. You will receive an email reminder 30 days, 15 days, 7 days and 1 day prior to your event. Please be sure to add ems-notification@azed.gov to your safe sender list to ensure you receive system emails.

Who do I contact with questions about the event/training?

When you view details of the training you can click on “Contact Details” for the person you should contact for more information.

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Event: Managing Food Allergies in School Nutrition

Keywords: [food](#) [allergy](#) [school lunch](#) [HNS](#) [NSLP](#)

Section Name: Phoenix Aug. 18, 2015

Description: [View Event Details](#)

The **Managing Food Allergies in School Nutrition Programs Training** is for school nutrition professionals to learn how to accommodate students with food allergies. It includes an overview of food allergies, reading and managing food labels, accommodating students with food-related disabilities, avoiding cross contact, and promoting food allergy management in schools. The course will be trained by a member of the national food service institute (nfsmi).

Program Area: Health and Nutrition: Outreach, School Foods, School Health, School Nutrition: Compliance, School Nutrition: Implementation

Subject: Other

Associated Grade Level: Not Applicable

Event-Section

Type: Workshop/Training

Start Date: August 18, 2015 **End Date:** August 18, 2015

Start Time: 09:00 am **End Time:** 04:00 pm

Seats Available Status: Waitlisted **Capacity:** 55 Seats

Cost/Fees: Free **Clock Hours:** 6

Location: 3300 N Central Avenue, Phoenix, AZ 85012

Event ID:13 **Section ID:**22

[Add to Waitlist](#) [Cancellation Policy](#) [Contact Details](#)

Please contact Health and Nutrition Services at 602-542-8700 for questions concerning this guidance.

This institution is an equal opportunity provider.