
Event Management System (EMS) Participant Guide

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Registration

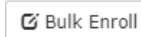
- View all ADE English Learning Arts [professional learning opportunities](#).
 - ❖ **Webinar** – Virtual training modules offered live (*synchronously*)
 - ❖ **Online Courses** – Pre-recorded webinar trainings offered on-demand (*asynchronously*)

- To register for an event/course click on the training title
- Verify Start Date/Time
- Check the Description for event details
- Register for Self/Single Participant: Click “Register Now”



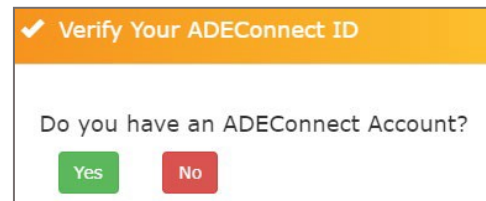
If you do not see the green “Register Now” button, then you may already be registered for the event. Please make sure you are logged in correctly then check your “Registered” and your “Attended” event list.

- Register for Others/Multiple Participants: Click “Bulk Enroll”
 - ❖ Continue to Bulk Enrollment section of this guide



ADEConnect Account/Email

- If you are not already signed into ADEConnect you will be prompted to verify your ADEConnect ID
 - ❖ Click “Yes” if you already have an account
 - ❖ Click “No” if you need to set up an account



IMPORTANT ADEConnect TIPS:

- ✓ **Use the same ADEConnect ID/email address for ALL registered events.**
This makes it much easier to keep track of certificates and transcripts. Personal email recommended.
- ✓ **Do NOT set up multiple ADE Connect accounts.**
Your transcript and certificates will not be easily accessed across multiple accounts.
 - If you do have multiple ADEConnect accounts, ADE HelpDesk can merge your accounts.
 - Please call **602-542-2222** for assistance.

Self/Single Registration

Register for Self/Single Participant: Click “Register Now”

✓ Register Now

- Click “Proceed to Checkout”
- Select Title (ex: Early Childhood Teacher, Administrator, Director, etc.)
- Type District Name/County and School Name/County
- If not associated with an Arizona District or School, type most applicable information for ADE (county consultant, parent, community member)

→ Proceed to Checkout

District Name:*



Choose or type new District N

District County:*

Type new District County

School Name:*



Choose or type new Schd

School County:*

Type new School County

- Click “Confirm Registration”
- Do you agree with terms and conditions? Click “Yes”

→ Confirm Registration

Bulk Enrollment

Register for Others/Multiple Participants click “Bulk Enroll”

📄 Bulk Enroll

- Download Bulk Enrollment Template
- Fill out Bulk Enrollment Excel spreadsheet
 - ❖ All **RED** columns are required for each participant
 - ❖ **Verify participant email matches their ADEConnect account**
This will ensure they have access to their certificates/transcript after the training.

📄 Download Bulk Enrollment Template

A	B	C	D	E	F	G
FirstName	LastName	Email	Phone	ChargeCode	SpecialDietaryRequests	SpecialAccommodations

System:
Please enter phone number in the following format:
1234567890

- Save and Upload Bulk Enrollment File
- Click “Next”
- Type District Name/County and School Name/County
- If not associated with an Arizona District or School, type most applicable information for ADE (county consultant, parent, community member)

Choose File No file chosen

→ Next

District Name:*



Choose or type new District N

District County:*

Type new District County

School Name:*



Choose or type new Schd

School County:*

Type new School County

- Click “Next”
- Click “Confirm Registration”
- Do you agree with terms and conditions? Click “Yes”

→ Confirm Registration

Email Confirmation

- Registered Participants will receive a Registration Confirmation email after registration
Email will come from ADE Notifications: noreply@sys.azed.gov
- There is a link in the email to access your registered events or log in directly in [EMS](#)

This is to confirm your ADE Calendar of Events registration for:

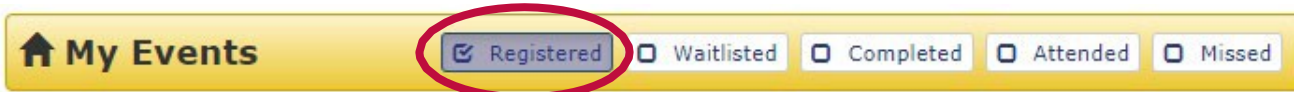
Name: Intro to Arizona Early Learning Standards (AZELS) Online Course - FY21 (Jan - June 2021)
ID: 7709
Start Date & Time (MST): Friday, January 1, 2021 12:00 AM

[Click here to access your registered events.](#)

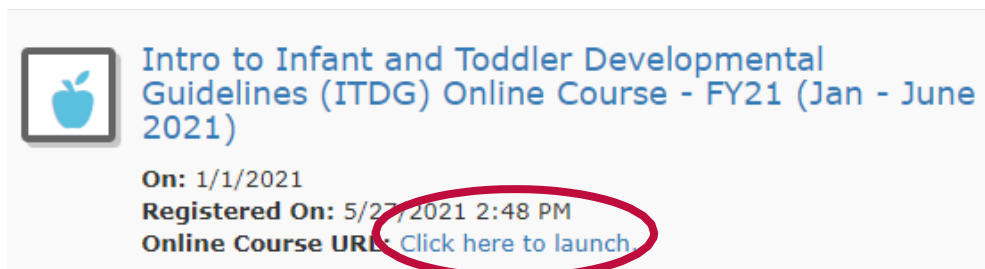
If you do not have an ADEConnect account please [click here to register for ADEConnect](#)
 Please use the same email address as in this email when completing the registration.

Launching a Course/Virtual Event

- Log into [EMS](#) account using the same email address used in registration
- Click on "Registered" to view your registered courses



- Find the Online Course URL for any course you are ready to begin and click "Click here to launch" to begin the course



IMPORTANT ONLINE COURSE TIPS:

- ✓ **If you do NOT see your course in your “Registered” list, click on “Attended”.**
Sometimes courses are automatically moved to “Attended” even though they have not yet been launched.



- ✓ **If you cannot access Blackboard, please email the Course Contact and include:**
 - Online Course Title (Ex: *The Science of Teaching and Reading, etc.*)
 - Request to “Synchronize Participants” to Blackboard

Participant Survey

- After completing a course/event, you will be asked to complete a Participant Survey
- Please be honest and accurate when completing the survey
- Allow approximately 2-3 business days for attendance in EMS to be marked and for your course to move to your “Completed” event list

BE PATIENT:

- ✓ If you attended a Live Training and you receive a notification or see that your event has moved to your “Missed” section, please **DO NOT WORRY**
 - *The training facilitators will use the Participant Survey results to manually mark attendance in EMS. Please be patient and allow approximately 2-3 business days for this process to be completed and for your course to move to your “Completed” event list.*



Certificate of Completion

- After being marked Completed for a course by ADE, you will receive a confirmation email from EMS
- Log into [EMS](#) account using the same email address used in registration
- Click on “Completed” to view a list of courses/trainings that have been completed with this email



- You will need to complete the EMS Survey to have access to your Certificate
- Click “Print Certificate” next to desired course
- Click “Print Transcript” to see a list of all completed courses

 Print Certificate

 Print Transcript

IMPORTANT CERTIFICATE TIPS:

- ✓ You must complete a general EMS survey to have access to your Certificate
- ✓ **PLEASE DOWNLOAD AND SAVE CERTIFICATES IN YOUR PERSONAL RECORDS**
You can print the files to Adobe PDF to save a copy of your certificate/transcript. This allows you to keep your own records and be able to print/share later if necessary.

ADE staff do not have access to participant certificates. If you complete ALL necessary steps for a course and still do not have access to your certificate, please call the ADE Help Desk: 602-542-2222.

We would like to thank our ADE colleagues in Early Childhood for the information in this guide.