

# ADE Quick Reference Guides

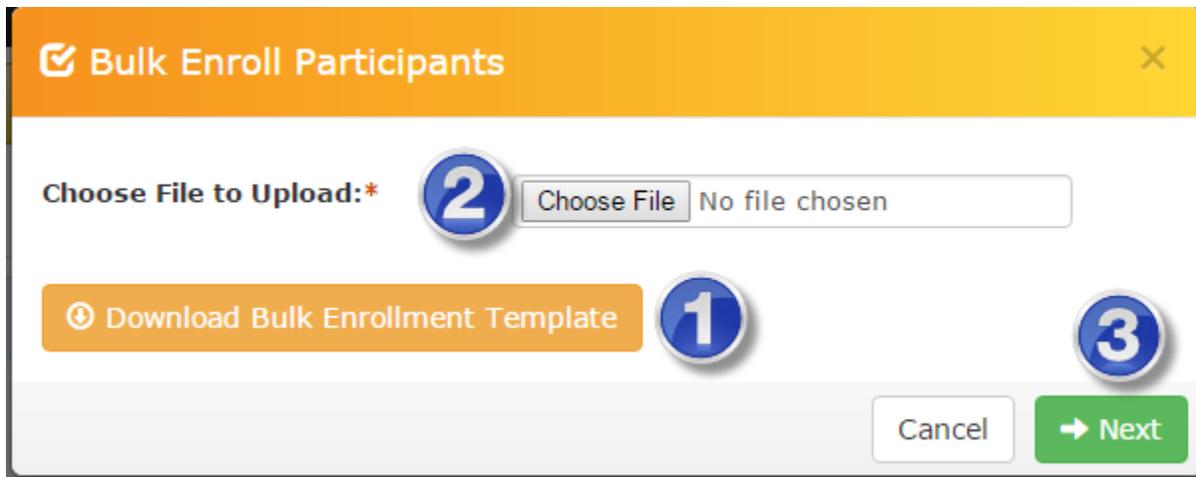
## Calendar Of Events

### Bulk Enrollment Process

1. Log in to Calendar of Events
2. Click on an event to register
  - a. This will pop the registration modal
  - b. Click on the “Bulk Enroll” Button



3. This will then show the Bulk Enroll Participants Modal



- a. If you do not already have the template used to Bulk Enroll registrants you can click on the “Download Bulk Enrollment Template” and this will prompt for you to save or open the template
- b. Follow instructions on how to fill out template
  - i. Fields that are required are:
    1. First Name
    2. Last Name
    3. Email
    4. Phone (**phone must be in this format: 0123456789**)
- c. When template is done click on choose file and select your template
- d. Click Next

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4. The next modal will allow you to assign titles to your users and select your payment method

**Enroll Participant**

First Name	Last Name	Title	Email	Phone
Test	Tester1	Not Appl	test@test1.gov	123456789
Test	Tester2	Not Appl	test@test2.gov	123456789
Test	Tester3	Not Appl	test@test3.gov	123456789
Test	Tester4	Not Appl	test@test4.gov	123456789
Test	Tester5	Not Appl	test@test5.gov	123456789

**Organization Name (If Applicable):**   **Entity ID (If Applicable):**

**Choose Method of Payment:\***

**Check #:\***  **Date:\***

- a. Update your users titles using the drop downs
- b. Select payment method and fill out appropriate fields

5. The Next modal will allow you to input the billing contact information

**Billing Contact**

**Billing Organization Name (If Applicable):**   **Billing Entity ID (If Applicable):**

**Billing Contact First Name:\***  **Billing Contact Middle Name:**  **Billing Contact Last Name:\***

**Billing Contact Address:\***

**City:\***  **State:\***  **Zip:\***

**Email Invoice To:\***  **Phone Number:\***

**Charge Code:**

- a. After filling in fields click the “Register” button
- b. If you are using a credit card you will be redirected to ADOA Secure Payment Service
  - i. When you have finished at ADOA you will be redirected back to ADE