# Event Management System (EMS) Participant Guide

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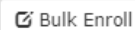*Click on each title/page number to go directly to that section.*

# Registration

- Visit the ADE [Early Childhood Professional Learning](#) webpage

    ❖ **Live Training Schedule** − Virtual and/or face-to-face 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 *(This will take you to the EMS registration)*
- Verify Start Date/Time
- Check the Description for event details
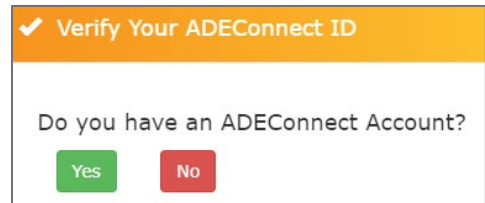- Register for Self/Single Participant: Click "Register Now"

> ✔ 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"

> ☑ 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

> ✔ **Verify Your ADEConnect ID**
>
> Do you have an ADEConnect Account?
>
> Yes    No

    ❖ Click "Yes" if you already have an account
    ❖ Click "No" if you need to set up an account

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**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.*

✓ **Use the same email address as the AZ Workforce Registry.**
*EMS connects with the [Registry](#) and ADE certificates are automatically uploaded to the Registry with matched email accounts.*

✓ **Do NOT set up multiple ADE Connect accounts**.
*Your transcript and certificates will not be easily accessed across multiple accounts and only one account can match to the Registry.*
   o If you do have multiple ADEConnect accounts, ADE HelpDesk can merge your accounts.
   o Please call **602-542-2222** for assistance.

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## Self/Single Registration

**Register for Self/Single Participant**: Click "Register Now"

✔ Register Now

→ Proceed to Checkout

- Click "Proceed to Checkout
- Select Title (ex: Early Childhood Teacher, Administrator, Director, etc.)
- Type District Name/County and School Name/County
- Type Not Applicable if not from District/School on the list

| District Name:* ❓ | District County:* | School Name:* ❓ | School County:* |
|---|---|---|---|
| Choose or type new District N | Type new District County | Choose or type new Scho | Type new School County |

→ Confirm Registration

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

## Bulk Enrollment

**Register for Others/Multiple Participants** click "Bulk Enroll"

☑ Bulk Enroll

- Download Bulk Enrollment Template
- Fill out Bulk Enrollment Excel spreadsheet

⊕ Download Bulk Enrollment Template

- ❖ 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.*

| FirstName | LastName | Email | Phone | ChargeCode | SpecialDietaryRequests | SpecialAccomodations |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |

System:
Please enter phone number in the following format
1234567890

Choose File | No file chosen

- Save and Upload Bulk Enrollment File
- Click "Next

→ Next

- Type District Name/County and School Name/County
- Type Not Applicable if not from a district/School on the list

| District Name:* ❓ | District County:* | School Name:* ❓ | School County:* |
|---|---|---|---|
| Choose or type new District N | Type new District County | Choose or type new Scho | Type new School County |

- Click "Next"
- Click "Confirm Registration"

→ Confirm Registration

- Do you agree with terms and conditions? Click "Yes"

## Email Confirmation

- Registered Participants will receive a 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 <u>EMS</u>

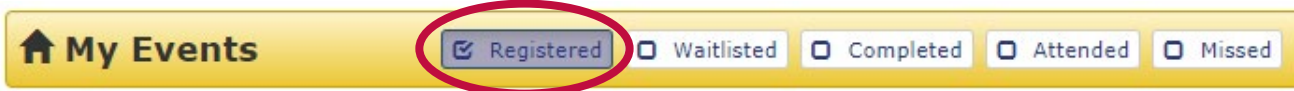> This is to confirm your ADE Calendar of Events registration for:
>
> **Name:** Intro to Arizona Early Learning Standards (AZELS) Online Course - FY21 (Jan - June 2021)
> **ID:** 7709
> **Start Date & Time (MST):** Friday, January 1, 2021 12:00 AM
>
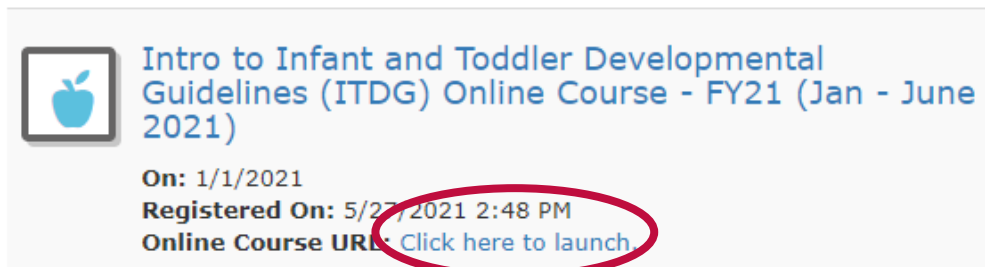> <u>Click here to access your registered events.</u>
>
> If you do not have an ADEConnect account please <u>click here to register for ADEConnect</u>
> Please use the same email address as in this email when completing the registration.

## Launching a Course/Virtual Event

- Log into <u>EMS</u> account using the same email address used in registration
- Click on "Registered" to view your registered courses

**🏠 My Events**    ☑ Registered   ☐ Waitlisted   ☐ Completed   ☐ Attended   ☐ Missed

- Click "Click here to launch" to begin the course

> Intro to Infant and Toddler Developmental
> Guidelines (ITDG) Online Course - FY21 (Jan - June 2021)
>
> **On:** 1/1/2021
> **Registered On:** 5/27/2021 2:48 PM
> **Online Course URL:** Click here to launch.

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**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.*

**🏠 My Events**    ☐ Registered   ☐ Waitlisted   ☐ Completed   ☑ Attended   ☐ Missed

✓ **If you cannot access Blackboard, please email the Course Contact and include:**
   – *Online Course Title (Ex: Intro to ITDG, AZELS Social Emotional 2-hr, etc.)*
   – *Request to "Synchronize Participants" to Blackboard*

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## 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

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**IMPORTANT LIVE TRAINING TIPS:**

✓ 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.*



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## Certificate of Completion

- After being marked Completed for a course, you will receive a confirmation email from ADE
- 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



- **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



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**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 ECE staff do <u>not</u> 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.

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