

# Registration Database for Department Workshop and Meeting Attendance

Participation in departmental meetings and recommended or required workshops will be maintained in a "Registration" database. Instructions for data entry follow.

## To add an event (meeting or workshop):

1. Open the Registration database located on the ChemAdmin remote server.
2. Go to "Events" if it does not automatically open to this screen.
3. Select "New."
4. Enter the event details.

**Registration - Events**

View Attendee List | View Event List

Events Contacts

New Delete Find

**Conflict Communication Workshop** 154 Fleming

Event Name: Conflict Communication Workshop Status: Completed  
Location: 154 Fleming  
Event Date: 6/29/2005 Event Time: 10:00am  
Description: Speaker: Dr. Gail Gillan, Director, UH Campus Wellness and Recreation  
Staff workshop to promote employee  
Notes: Mandatory for all business office staff.

Contact Info  
Name: Dr. Gail Gillan, Director UH Campus  
Phone:  
Email:  
URL:

**Registrations**

Name	Email	Attended
Elsie Myers	emyers@uh.edu	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

## To register individuals for the event:

Note: only those individuals who are *required* to attend need to be registered. For those events that are optional, individuals should be registered once they confirm their attendance. All individuals must have a record in the "Contacts" screen before you can register them.

From the Events screen, select the "New Registration" button.

This will bring you to a list of contacts.

Select the button beside the name of the individual you want to register.

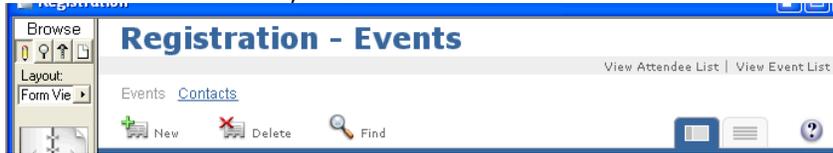
**Registration - Contacts List**

New Select the individual from the list below by clicking on the blue arrow. Event Form View

First Name	Last Name	Title	Email
Elsie	Myers	Financial Coordinator	emyers@uh.edu

## To add individuals to the Contacts list:

From the Events screen, select "Contacts."



Select "New," and then enter the individual's information.

In the "Notes" field, enter all staff categories that apply to the individual. This field will be used in finding individuals by category. For instance, if a meeting with financial staff only is scheduled, a find with the word "financial" could be entered and it would pull only the financial staff contact records so that they can be registered.

Financial = financial duties

Business Office = includes financial, advising, payroll, and program coordinators

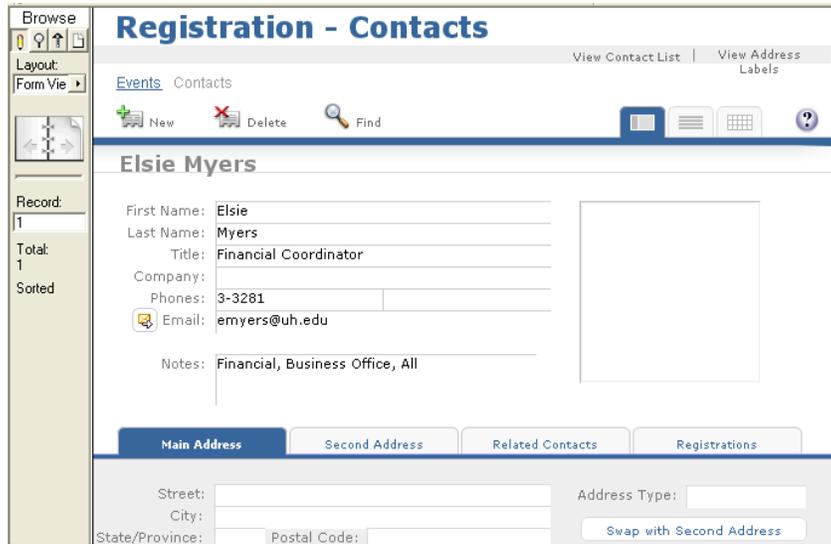
Advising = graduate and undergraduate advisors

Shop = includes only Shop managers

Lab = undergrad Lab staff

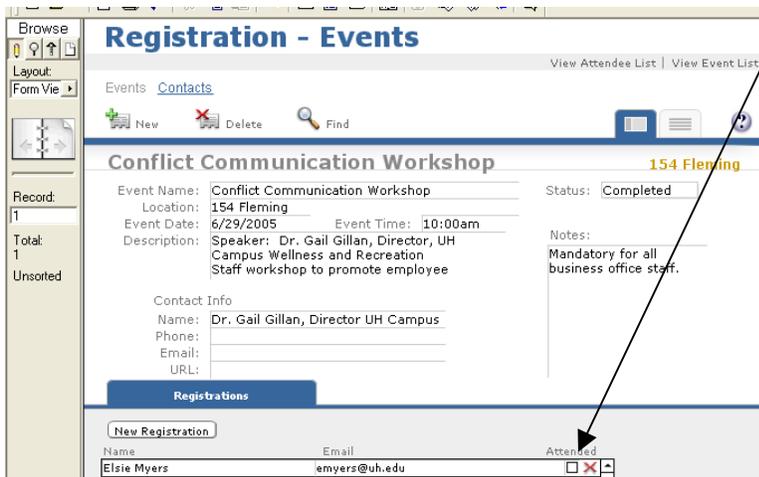
IT = computing staff

All = all staff



## To record attendance:

After the event, record each person's attendance by selecting the "Attended" box in the Registration-Events screen if they attended the event.



## To view list of attendance:

Select "View Attendance List"



Name	Email	Attended
Elsie Myers	emyers@uh.edu	<input type="checkbox"/>

## To view list of events:

Select "View Event List"



Event Name	Location	Event Date	Event Time	Status
Conflict Communication	154 Fleming	6/29/2005	10:00am	Completed