

Partner Online Registration System

Contents

LOGIN2

ABOUT THE TABS3

 WELCOME PAGE3

 VIEW PROGRAMS.....3

 PROGRAM DEMAND3

 PARTICIPANT REGISTRATION3

 PARTICIPATION LIST4

 PAST PROGRAMS4

 REPORTS.....4

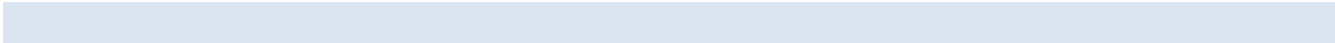
 EDIT PROFILE4

HOW TO REGISTER FOR A PROGRAM5

HOW TO MAKE A SUSBTITUTION FOR A PROGRAM5

HOW TO MAKE A CANCELLATION FOR A PROGRAM.....5

PROBLEMS WITH SYSTEM5



LOGIN

To log in to the UD Center for Leadership online system to administer your organization's registrations, go to the Center for Leadership's web site at <https://leadership.udayton.edu>. Select the "login" tab located in the blue information box the right column of the screen. This will take you to the log in screen. Input your organization's username and password into the fields and select "Partner Representative". Usernames and passwords are assigned by the Center web administrator. Once you have logged in, you may change the password at any time. If you forget your organization's username and/or password, contact Corinn Shemak 937/229-3099 cshemak1@udayton.edu for assistance.

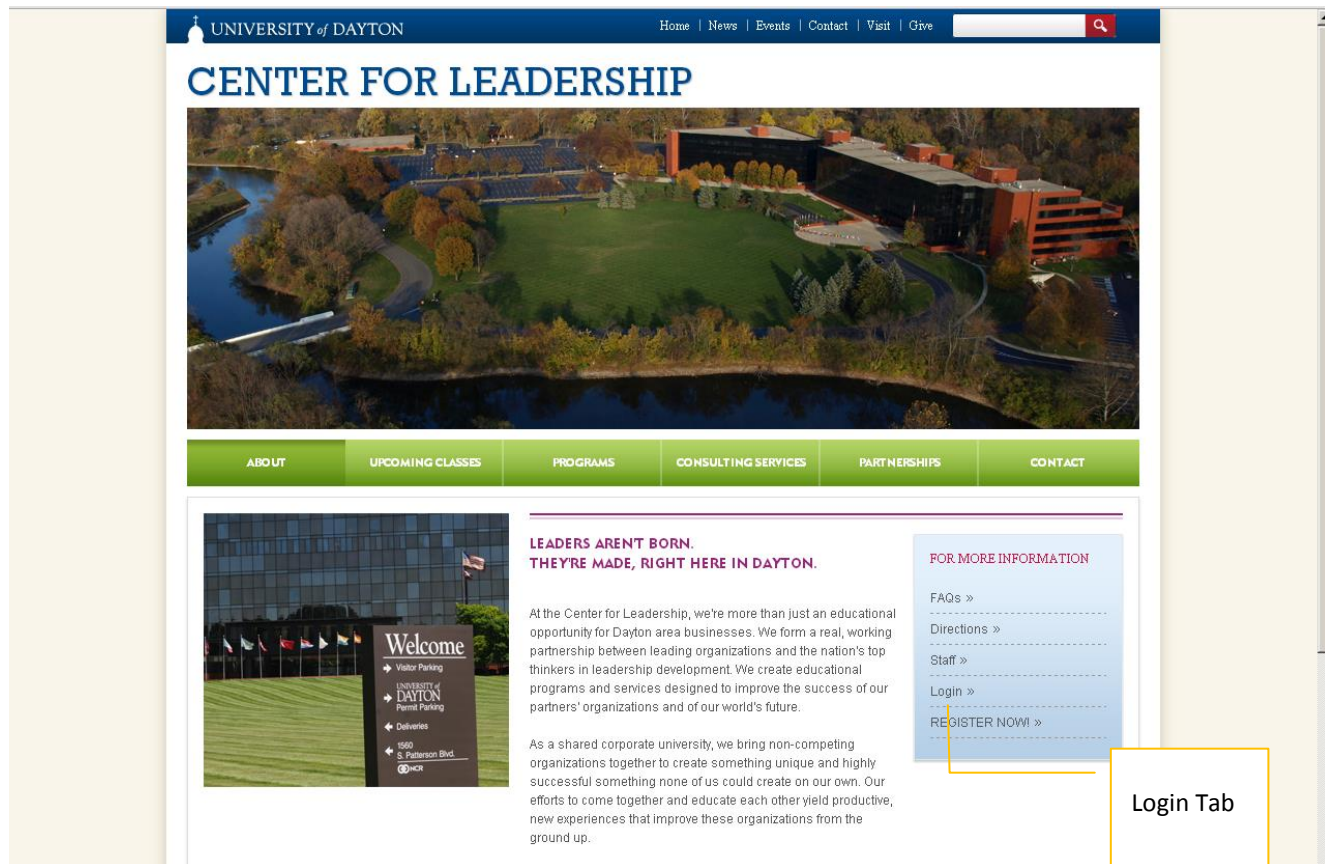


Figure 1 UD/Center for Leadership Homepage <https://leadership.udayton.edu>



Figure 2 Registration System Login Page <https://leadership.udayton.edu/login.asp>



Figure 3 Welcome Page

After logging in, the system takes you to the Welcome Page. The center of the screen can contain special links from The Center Leadership. The links can change over time. A navigation bar with 8 tabs is at the top of the page:

1. Welcome Page
2. View Programs
3. Program Demand
4. Participant Registration
5. Participation List
6. Past Programs
7. Reports
8. Edit Profile

ABOUT THE TABS

WELCOME PAGE

This tab takes you to the Welcome Screen.

VIEW PROGRAMS

This screen shows all of the Center’s active programs by category that can be accessed through the online system. See details about program date, time, and location. Select the program title to reveal a program description.

Program	Date	Time	Location
Leadership Accountability: Creating and Sustaining a High Performing Organization	1/31/2013-1/31/2013	8:30 am - 4:30pm	University of Dayton (1700 S. Patterson Blvd.)
The Art and Practice of Leadership Coaching	2/20/2013-2/20/2013	8:30 am - 4:30pm	University of Dayton (1700 S. Patterson Blvd.)
The Heart of Leadership: How Leaders Engage with Emotional Intelligence	3/13/2013-3/13/2013	8:30 am - 4:30pm	University of Dayton (1700 S. Patterson Blvd.)
Being Decisive: How to Make Better Choices in Life and Work	4/10/2013-4/10/2013	1:00pm - 4:30pm	University of Dayton (1700 S. Patterson Blvd.)
Switch: How to Change when Change is Hard	4/10/2013-4/10/2013	8:30 am - 12:00pm	University of Dayton (1700 S. Patterson Blvd.)

PROGRAM DEMAND

Note: The Center for Leadership no longer uses this function. This is a feature that was used in the past to reserve seats (when billing was based on demand). The partnership model has changed and billing is based on actual registrations, so this feature is no longer used.

PARTICIPANT REGISTRATION

“Participant Registration” has 2 functions: Register for Programs and View Registrations

Register for Programs. Register a participant for a program.

1. Select “Register for Programs”
2. If the participant is in this list, select their name (If it is not in the list, proceed to step 3). You should see a screen with the participant’s information. Go to the bottom of the page and select “add new registrations”. You will then see a screen with a listing of all Leadership,

Supervisory & Professional Development Programs. Select the programs that the participant would like to attend. This can be done by clicking on a box (multiple programs can be selected). Once you are done selecting the program(s), submit the registration(s) by selecting the button at the bottom of the screen. NOTE: the system will check for the following:

- Conflicting dates
- How this compares with your initial demand. It will notify you if you are increasing your initial demand and will ask if you still want to do this. If you say “yes,” then it will automatically increase your demand.
- If the class is full, you will receive a message that the program is full and to contact the program director.

Once a registration is made, an email is sent from leadership@udayton.edu to the participant and partner system administrator confirming the transaction(s). It will then take you back to the Participant List screen.

3. If the participant’s name is not in the list, select “Add Participant” located at the bottom of the page. This will prompt you for information about the participant. NOTE: it is important that you complete the information marked with “*”. The registration will not be accepted without this information. It is VITAL that you include an email address – this is the participant’s unique identifier and will be used to distribute confirmations, program preparation, etc. to the participant. Once you have added the person’s data and submitted, the system will take you back to the Participants List. Follow the steps in #2 above to submit registrations.

View Registrations. View your organization’s current registrations

View by Participant. View the program registrations for a particular participant.

View by Program. View a list of your organization’s program registrations greater than zero. Programs will not appear in the list if your organization has no registrations. Select a program for a list of your organizations registrations.

PARTICIPATION LIST

View your organization’s entire list of participants in the database. Select a participant’s name to view their profile. An individual’s profile can be edited by selecting “Modify Profile”. Once in the edit mode, registration modifications can also be made.

PAST PROGRAMS

View your organization’s participation in programs that have occurred. Links to information are:

Evaluation Score. View your organization’s evaluation scores for a program and compare scores with all participating organizations.

Participants List. View your organization’s participant list along with individual evaluation scores and comments.

Survey. View evaluation comments from all program participants identified by organization.

REPORTS

View 2 types of reports for your organization by program category:

Registration Report. View your organization’s registration and attendance by program category. Attendance is indicated by “True” and “False”. Note: if a program has not yet occurred, the attendance will default to “False.”

Evaluation Report. View your organization’s evaluation score summary and compare to scores for all participating organizations. Scores for all programs can be viewed by selecting “click here” for all programs in that category.

EDIT PROFILE

The profile is where your organization's administrator's information is stored. The email address contained in this profile will receive email confirmations from leadership@udayton.edu for system transactions for your organization. Password changes can be made from this screen. If you would like the username change, please contact Corinn Shemak, cshemak1@udayton.edu.

HOW TO REGISTER FOR A PROGRAM

There are a few ways to register a person for a program:

1. Select "Participant Registration" from top menu bar; then select "Register for Programs." Then select the person's name. At bottom of screen, select "Add New Registrations."
2. Select "Participation List" from top menu bar; then select person's name. Select "Modify XXXX Details" from upper right of screen. At bottom of screen, select "Add New Registrations."

HOW TO MAKE A SUSBTITUTION FOR A PROGRAM

Substitutions can be made at any time. First make sure that the new participant's information is in the system. There are 2 ways to make a substitution:

1. Select "Participant Registration" from top menu bar; then select "Register for Programs." Then select the person's name. At bottom of screen, select "Modify Previous Registrations." Check the box in front of the program, then select "Substitute" for that program line and then select the substitute's name from the list. Scroll down the screen and select "Substitute" to finalize the transaction.
2. Select "Participation List" from top menu bar; then select person's name. Select "Modify XXXX Details" from upper right of screen. At bottom of screen, select "Modify Previous Registrations." Check the box in front of the program, then select "Substitute" for that program line and then select the substitute's name from the list. Scroll down the screen and select "Substitute" to finalize the transaction.

HOW TO MAKE A CANCELLATION FOR A PROGRAM

Cancellations can be made online up to 14 days before the start of a program. There are 2 ways to make a cancellation:

1. Select "Participant Registration" from top menu bar; then select "Register for Programs." Then select the person's name. At bottom of screen, select "Modify Previous Registrations." Check the box in front of the program, then scroll down to the bottom and select "Unregister" to finalize the transaction.
2. Select "Participation List" from top menu bar; then select person's name. Select "Modify XXXX Details" from upper right of screen. At bottom of screen, select "Modify Previous Registrations." Check the box in front of the program, then scroll down to the bottom and select "Unregister" to finalize the transaction.

PROBLEMS WITH SYSTEM

If you experience problems with the system, please contact Corinn Shemak, cshemak1@udayton.edu 937.229.3099. Give as much detail about your problem as possible. If you receive an error message, copy and paste it into an email and send to cshemak1@udayton.edu to be passed on to the programmers for diagnosis and corrections.