

Entering a New Participant


1. Log in to the training calendar
 - a. www.kyt2.com
 - b. Click on Admin (login for administrators)
 - c. Sign in
2. Click on Manage Group



Technology Transfer Program

megan.perrin@uky.edu

- Home
- Search
- Calendar
- Shopping Cart
- Update Details
- Current Schedule
- History
- Credits
- Manage Group
- Sign off



University of Kentucky
Kentucky Transportation Center

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Technology Transfer Program, 176 Raymond Building, Lexington, KY 40506


3. Click on Add Contact

Manage Group

Group Contacts

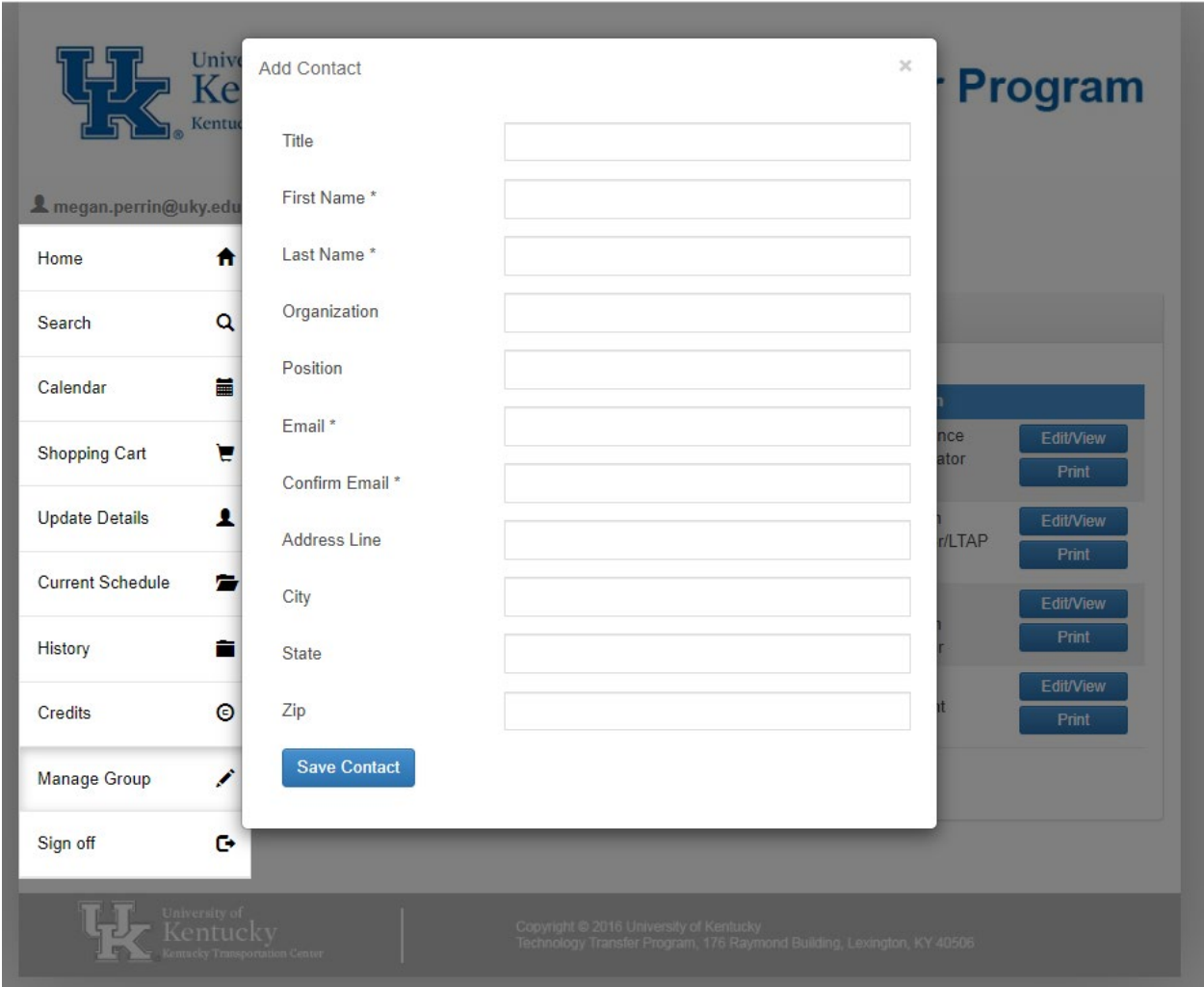
Name	Email	Organization	Position	
Boston, Becky	becky.boston@uky.edu	KTC Technology Transfer	Conference Coordinator	Edit/View Print
Horseman, Martha	martha.horseman@uky.edu	KTC Technology Transfer	Program Manager/LTAP	Edit/View Print
Martin, Megan	megan.perrin@uky.edu	KTC Technology Transfer	Training Program Manager	Edit/View Print
Worthy, Nicole	nicole.worthy@uky.edu	KTC Technology Transfer	Training Assistant	Edit/View Print

[Add Contact](#)



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4. Type in the individuals information that is missing from your organization



5. Hit Save Contact