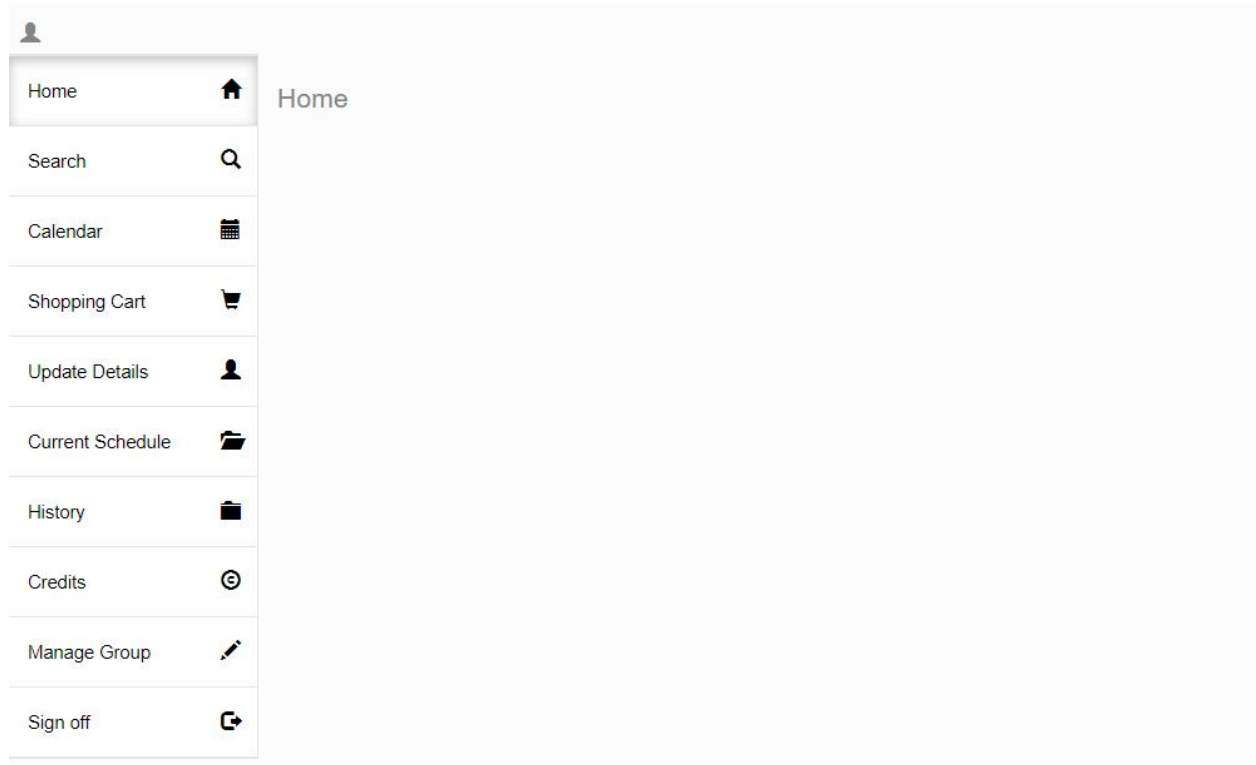


## EA Directions- Managing Participant Registrations

1. Log in to the training calendar
  - [www.kyt2.com](http://www.kyt2.com)
  - Click on Admin (Login for administrators)
  - Sign in



## Technology Transfer Program



2. Click on Manage Group
3. Once you click on Manage Group, you will be able to see everyone in your organization (in alphabetical order).



# Technology Transfer Program

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

## Manage Group

**Group Contacts**

Name	Email	Organization	Position	
Adams, John	<a href="mailto:cathy.dye@ky.gov">cathy.dye@ky.gov</a>	KDOH Dist 12 - Lawrence Co	HTA II	<a href="#">Edit/View</a> <a href="#">Print</a>
Adkins, William		KDOH Dist 12	Superintendent II	<a href="#">Edit/View</a> <a href="#">Print</a>
Akers, Brandon	<a href="mailto:cathy.dye@ky.gov">cathy.dye@ky.gov</a>	KDOH Dist 12 - Floyd Co	HTA II	<a href="#">Edit/View</a> <a href="#">Print</a>
Allen, Houston	<a href="mailto:cathy.dye@ky.gov">cathy.dye@ky.gov</a>	KDOH Dist 12 - Johnson Co	TEA II	<a href="#">Edit/View</a> <a href="#">Print</a>
Allen, James	<a href="mailto:cathy.dye@ky.gov">cathy.dye@ky.gov</a>	KDOH Dist 12 - Floyd Co	HT I	<a href="#">Edit/View</a> <a href="#">Print</a>
Amburgey, Danny	<a href="mailto:dannywa@tvscable.com">dannywa@tvscable.com</a>	KDOH Dist 12	HEO II	<a href="#">Edit/View</a> <a href="#">Print</a>
Amburgy, James	<a href="mailto:james.amburgey@ky.gov">james.amburgey@ky.gov</a>	KDOH Dist 12	TE Tech III	<a href="#">Edit/View</a> <a href="#">Print</a>

4. If you click of Edit/View you can view or edit an employee’s information such as job title, email, etc.
5. If you click on Print you can print the employees transcript to see what classes they have taken and what they are currently registered for.
6. To register an employee for a class click on the button on the left hand side that says “Calendar”. You will be redirected to the training calendar page. From there you can scroll through what classes we are currently offering.

# EA Directions- Managing Participant Registrations

The screenshot displays a web application interface for managing participant registrations. On the left is a vertical navigation menu with the following items: Home, Search, Calendar (highlighted), Shopping Cart, Update Details, Current Schedule, History, Credits, Manage Group, and Sign off. The main content area is titled "Calendar" and includes a "Keyword Search" input field with "Search", "Clear", and "Advanced Search" buttons. Below the search is a calendar for "October 2019" with "List View", "Today", and navigation arrows. The calendar grid shows dates from 29 to 2. Training events are listed in blue boxes on specific dates: Tuesday, Oct 15 (Drainage: The Key to Roads That Last 10/15/19); Wednesday, Oct 16 (Pesticide Continuing Education 10/16/19); Thursday, Oct 17 (Asphalt Paving Best Practices 10/17/19 and Pesticide Continuing Education 10/17/19); Friday, Oct 18 (Construction of Concrete 10/18/19); Tuesday, Oct 22 (Pesticide Continuing Education 10/22/19); Wednesday, Oct 23 (Roadside Vegetation Mangement 10/23/19); Tuesday, Oct 29 (Snow and Ice Removal 10/29/19); Wednesday, Oct 30 (Roadside/Vegetat Management 10/30/19); Thursday, Oct 31 (Pesticide Continuing Education 10/31/19 and Van Driver Training Program 10/01/19).

7. When you find the class you need, click on it, add it to cart.
8. Once you have added the class to your cart, click on Shopping Cart (left side tab) and checkout.
  - Click on the employees you want to add the class to.



## Technology Transfer Program

- Home
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### Shopping Cart

Course	Date	Fee
<a href="#">Pesticide Continuing Education 10/16/19</a>	Wednesday, October 16 2019	Registration Fee 110.00

### Select Contacts

- Dorla Menette May
- Eddie Combs
- Paul Montgomery
- Greg Hampton
- Joshua Blackburn
- Jordon Pratt
- Eric Hamilton
- Charles Harris
- Shawn Chapman
- Marvin Taylor
- Stevie Slone

9. Click checkout.
10. The next screen illustrates your information; this is because you are the one “purchasing” the class for the employees. Here you can change any information for yourself or the address of your organization. If everything is OK as is, click Agree at the bottom of the page and then Next.
11. The next screen wants to know how to bill you. Then hit Submit.

# EA Directions- Managing Participant Registrations



## Technology Transfer Program

megan.perrin@uky.edu

[Back To Shopping Cart](#)

### Payment

Registration Total	200.00	USD
<b>Amount Payable</b>	<b>200.00</b>	

### Payment Method

- Bill Me
- Purchase Order
- Online credit card payment

[Terms, Conditions & Privacy](#)

[Back](#)

[Submit](#)

12. You have added that class to those individuals.
13. You will receive a generic email telling you that you are registered for the course.