

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

Home

University of Kentucky
Kentucky Transportation Center

Copyright © 2016 University of Kentucky
Technology Transfer Program, 176 Raymond Building, Lexington, KY 40506

3. Click on the participant that is currently registered for the course. You will click on the Edit/View button.

megan.perrin@uky.edu

Manage Group

Group Contacts

Name	Email	Organization	Position	Edit/View	Print
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

Entering a New Participant

- Click the Replace button

University of Kentucky
Kentucky Transportation Center

Technology Transfer Program

megan.perrin@uky.edu

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

Becky Boston

Edit

Upcoming Bookings

Course	Date	
Environmental Awareness	02/20/20	Thursday, February 20 2020 Replace

Past Bookings

No past bookings found.

University of Kentucky
Kentucky Transportation Center

Copyright © 2016 University of Kentucky
Technology Transfer Program, 176 Raymond Building, Lexington, KY 40506

- An alphabetically list of participants will pop up after you hit replace. Click the Replace button next to the person you want to replace with for the current training.

Name	Email	Organization	Position	
Horseman, Martha	martha.horseman@uky.edu	KTC Technology Transfer	Program Manager/LTAP	Replace
Martin, Megan	megan.perrin@uky.edu	KTC Technology Transfer	Training Program Manager	Replace
Worthy, Nicole	nicole.worthy@uky.edu	KTC Technology Transfer	Training Assistant	Replace

- When you hit Replace a green box will pop up that says Booking Replaced Successfully.