



Administrative User Guide

Entering a New Participant

- Login to the training calendar at kyt2.uky.edu/dcadmin.
- Click on Manage Group.

Home	A
Search	٩
Calendar	
Shopping Cart	Ħ
Update Details	1
Current Schedule	1
History	È
Credits	©
Manage Group	1
Sign off	G

• Click on Add Contact.

Manage Group



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

Add Contact	×	
Title		
First Name *		
Last Name *		
Organization		
Position		
Email *		
Confirm Email *		
Address Line		
City		
State		
Zip		
Save Contact		

Hit Save Contact.

Managing Participant Registrations

- Login to the training calendar at <u>kyt2.uky.edu/dcadmin</u>.
- Click on Manage Group, you will be able to see everyone in your organization.

Home	A	Manage Group				
Search	٩	Group Contacts				
Calendar		Name	Email	Organization	Position	
Shopping Cart	æ	Anderson, Ginny	ginny.anderson@uky.edu	Ktc	Conference Coordinator	Edit/View Print
Update Details	1	Barlow, Chantal	chantal.barlow@uky.edu	Kentucky Transportation Center - T2	Conference Coordinator	Edit/View Print
Current Schedule	÷ ا	Martin, Joe	j.martin@uky.edu	KTC Technology Transfer	Marketing	Edit/View Cancel Print
Credits	©	Add Contact				
Manage Group	1					
Sign off	G					

- If you click of Edit/View you can view or edit an employee's information such as job title, email, etc.
- 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.
- 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.

n	Calendar						
۹	Keyword Sea	irch					
-	Search Cl	ear Advanc	ed Search				
۳	November 20)24			Lis	t View Today	< >
1	Sun	Mon	Tue	Wed	Thu	Fri	Sat
=	27					1	2
•	3	4	6	6 Webinar Wednesday - LRSP and Crash	7 Snow and Ice Removal 11/07/24	8	9
۲	10	11	12	Data 11/06/24 13	14	15	16
1			Local Bridges 101: Local Bridge Ownership - 11/12/24		Basic Work Zone Traffic Control and Flagger Qualification		
G	17	18	19	20	11/14/24 21 REPSC for Roadway Inspectors	22	23
	24	25	26	27	28	29	30
	1	2 rade & Drain Lev ighway Stope Ma	3 el I 12/02-06/24 intenance and Repa	4 irs 12/02-05/24	5	6	
		Catenar Catenar Catenar Keywed Se Sort C Sort Sort	Calendar Calendar Keyword Search Search Claw Advance November 2024 Search Claw Advance November 2024 Search Claw Advance Search Claw Adva	Customar Customar Customar Customar Keyword Saarch Cour Advanced Staurch Cour Advanced Staurc	Calification Q Keyword Saxeh Bit Saxeh Saxeh Calification V November 2024 L Saxeh Calification Q Calification Calification Q Calification Calification Calification Q Calification </td <td>Customar Customar Reywood Search Search Customar Sovember 2024 Last More and and and and and and and and and and</td> <td>Currently Currently Q Reyword Saarch B November 2024 Som 2 Main of Saarch B Som 2 A 5 B A B A B A B A B A B A B A B B</td>	Customar Customar Reywood Search Search Customar Sovember 2024 Last More and	Currently Currently Q Reyword Saarch B November 2024 Som 2 Main of Saarch B Som 2 A 5 B A B A B A B A B A B A B A B B

• When you find the class you need, click on it, add it to cart.

LOBR111224	Start Date Tuesday, November 12 2024	End Date Tuesday, November 12 2024	Time 9:00 AM - 12:00 PM			
Fee	Local Government Registration Fee (33 remaining) 0.00 •					
Overview						
This webinar will begin Zoom Link: https://uky.a	at 9:00am and conclude at 12:00pm E zoom.us/j/89051864308	EST.				
Credits						

• Once you have added the class to your cart, click on Shopping Cart (left side tab) and checkout.

Home	f	▼ I Shopping Cart (1 Item)	
Saarah O		Course	Date
Search	~	Snow and Ice Removal 11/07/24	Thursday, November 7 2024
Calendar	=	Local Government Registration Fee (8 remaining) 95.00 •	Remove
Shopping Cart	æ	Checkout	
	_		

- Click on the employees you want to add the class to.
- Click Checkout.

Home	♠ Sho	opping Cart			
Saarah	0 00	urse	Date		Fee
Search	Ba	sic Work Zone Traffic Control d Flagger Qualification 11/14/24	Thursday, November 14 2024	State/Industry Registration Fee	115.00
Calendar					
Shopping Cart	₩ Se	elect Contacts			
Update Details	1	Chantal Barlow			
Current Schedule	-	Joe Martin			
History	Ch	eckout		Total	230.00
Credits	G				
Manage Group	1				
Sign off	G				

- 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.
- The next screen wants to know how to bill you. Then hit Submit.



Replacing a Participant (Substituion)

- Login to the training calendar at <u>kyt2.uky.edu/dcadmin</u>.
- Click on Manage Group.

Home	A
Search	٩
Calendar	
Shopping Cart	æ
Update Details	1
Current Schedule	1
History	È
Credits	©
Manage Group	1
Sign off	G

• Click on the participant that is currently registered for the course. Click on the Edit/View button.

Home	A	Manage Group				
Search	۹	Group Contacts				
Calendar		Name	Email	Organization	Position	
Shopping Cart	Ä	Anderson, Ginny	ginny.anderson@uky.edu	Ktc	Conference Coordinator	Edit/View Print
Update Details Current Schedule	1	Barlow, Chantal	chantal.barlow@uky.edu	Kentucky Transportation Center - T2	Conference Coordinator	Edit/View Cancel Print
History		Martin, Joe	j.martin@uky.edu	KTC Technology Transfer	Marketing	Edit/View Cancel Print
Credits Manage Group	٢	Add Contact				
Sign off	e					

- Click the Replace button.
 - 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	
Anderson, Ginny	ginny.anderson@uky.edu	Ktc	Conference Coordinator	Replace
Barlow, Chantal	chantal.barlow@uky.edu	Kentucky Transportation Center - T2	Conference Coordinator	Replace
	pcoming Bookings	_	_	
u 🗮				
n Cart 🖢	Webinar Wednesday - LRSP and Cras	h Data 11/06/24	Wednesday, Novembe	r 6 2024 Replac

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

Cancelling a Participant

- Login to the training calendar at kyt2.uky.edu/dcadmin.
- Click on Manage Group.

Home	A
Search	۹
Calendar	
Shopping Cart	æ
Update Details	1
Current Schedule	1
History	È
Credits	©
Manage Group	1
Sign off	G

• Click on the participant that is currently registered for the course. Click the Cancel button.

Home	↑ Ma	anage Group				
Search	Q G	Froup Contacts				
Calendar		Name	Email	Organization	Position	
Shopping Cart	¥	Anderson, Ginny	ginny.anderson@uky.edu	Ktc	Conference Coordinator	Edit/View Print
Update Details Current Schedule	1	Barlow, Chantal	chantal.barlow@uky.edu	Kentucky Transportation Center - T2	Conference Coordinator	Edit/View Cancel Print
History	•	Martin, Joe	j.martin@uky.edu	KTC Technology Transfer	Marketing	Edit/View Cancel Print
Credits Manage Group	©	Add Contact				
Sign off	G					

• Click the class you want to cancel the participant from, and then click the Cancel button.

Home	A	✓ Local Bridges 101: Local Bridge Ownership - 11/12/24
Search	۹	
Calendar		
Shopping Cart	Æ	
Deduc Bards	•	

• Confirm the cancellation by click the Cancel button again.

Home	A	Local Bridges 101: Local Bridge Ownership - 11/12/24 Cancel
Search	۹	
Calendar		
Shopping Cart	æ	
Update Details	1	
Current Schedule	=	

Updating Payment Online

- Login to the training calendar at kyt2.uky.edu/dcadmin.
- Click on Update Details.

Home	Ħ
Search	۹
Calendar	
Shopping Cart	۲
Update Details	1
Current Schedule	1
History	۲
Credits	©
Manage Group	1
Sign off	œ

• Scroll to the bottom of the page and click Agree. Once you click Agree, click the blue button that says Next.

Home	 Update Details 						
Search	Q Summary ()	Summary 6					
Calendar	To change this information, p Contact Details	To change this information, please go to the Update Details tab on the main page. Contact Details Eda					
Shopping Cart	First Name	Joe					
	Last Name	Martin					
Update Details	L Title	Mr.					
Current Schedule	Position	Marketing					
	Email Address	j.martin@uky.edu					
1 Entran	Work	8592577754					
ristory	Mobile						
Credits	Primary Address	Edit					
Manage Group	Line 1	176 Raymond Building					
	Address City	Lexington					
Sim#	Address State	KY					
oighton	Address Postcode	40506					
	I am aware of the cancellatio more than 15 minutes of clas Kentucky Transportation Cat Q Agree*	n policy for the course(s) in this registration. I understand that I may not miss as to receive credit. Payment is required in advance, except employees of the ainet. Next					

• This page is the payment page. It shows how much is outstanding on your profile. If you have more than one class you have not paid for, both amounts will be reflected here. Select the Online Credit Card Payment.

	U
Registration Total	95
Amount Payable	95
Bill Me	
Bill Me Purchase Order	

• Once you select the Online Credit Card Payment the following screen will appear that will allow you to type in your credit card information.

Order Summar	y			
Description	2d29ccb2- 9779-4891- 84ed- 34060c25ba22	Total	\$ 95.00	
Card Numb	er *	Exp. Date •	Card Code	
Billing Address				
First Name		Last Name		
Billing Country USA	•	Zip		
Street Address		City		
State		Phone Number		
	Рау	Cancel]	

- Enter all information and select the blue button in the bottom that says Pay.
- After you hit Pay this process is complete.

Need Assistance?

Thank you for using the Administrative User Guide. If you need further assistance or have questions about the platform, please feel free to reach out. Our team is here to help you navigate any challenges and ensure a seamless experience.

Contact Information:

Website: <u>kyt2.uky.edu</u> Support Email: <u>kyt2@uky.edu</u> Phone: (800) 432-0719 Office Hours: Mon - Fri, 8 AM -5 PM (EST)

For more resources, updates, or to access our training materials, please visit our website. We look forward to supporting you in maximizing the value of this platform.