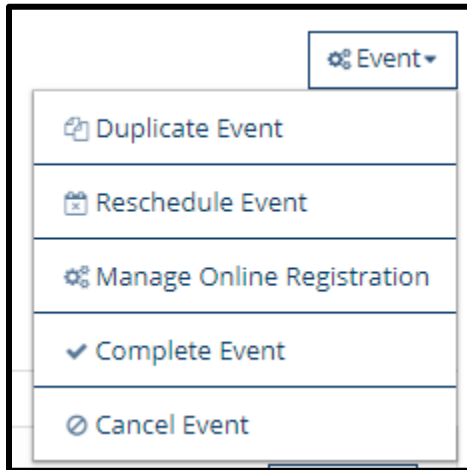


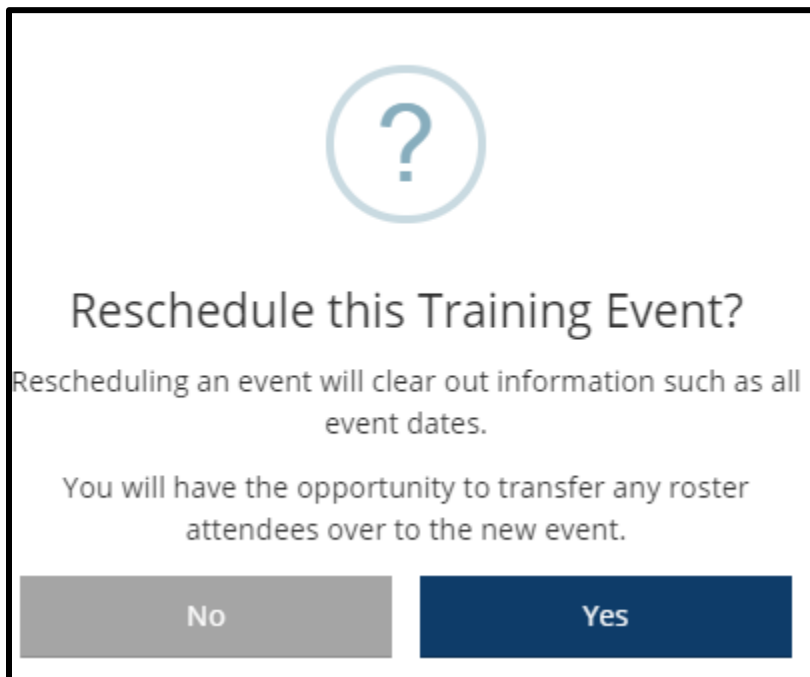


## How to Reschedule an Event

1. Locate the event you wish to reschedule.
2. Email participants to alert them of the change. They will not receive an automated email, nor will you be able to access their emails after you reschedule an event. In Step 6 you will be able to email the roster. However, you will need to have their emails to manually enter in this step.
3. Within the **Event** drop down, select **Reschedule Event**.



4. Click **Yes** to reschedule this event. You will have the opportunity to transfer any roster attendees over to the new event.





## How to Reschedule an Event

5. If you have online registration turned on, you will be able to transfer attendees at any time by managing the roster of the original event. Click **Continue**.

A screenshot of a web application dialog box titled "Transfer Roster Attendees". The dialog contains the text "Select all applicable attendees you would like to transfer to the rescheduled event." and "You can transfer attendees at anytime by managing the roster of the original event." Below this is a checkbox labeled "Select All". A list of attendees is shown with a single row containing a checkbox, a redacted name, and a "Registered" status with a green checkmark. At the bottom of the dialog is a blue button labeled "Continue".

6. Select a **Reason** for rescheduling. Then click **Save**. *By checking, Email Note, you can email the Note Content to the roster. You will need to have the emails of the participants in order to email the note.*

A screenshot of a web application form titled "Notes". The form includes a "Date Effective" field with the value "06/11/2020". A "Reason" dropdown menu is open, showing options: "Select Reason", "Low Enrollment", "Weather-related issue", and "Trainer-related issue". Below the dropdown are "Send to" and "CC" email address fields, with "registry@pakeys.org" entered in the "Send to" field. A "Subject" field contains "Training Event Approval". A "Note Content" section has a rich text editor with a toolbar and the placeholder text "Insert text here ...". Below the editor is a section for attachments with a "+File" button and a message: "No documents have been added. Click the '+File' button to upload documents." At the bottom, there is a list of accepted file types: ".doc, .docx, .xls, .xlsx, .pdf, .rtf, .ppt, .pptx, .jpeg, .jpg, .bmp, .gif, .png, .pub, .tiff, .tif, .zip". The form has a blue "Save" button and a grey "Close" button at the bottom.



## How to Reschedule an Event

7. Click **OK**

8. Go to Event Details, click **Manage**

\*Organizations: If scheduling under an Org Profile, Location must be "Confirmed" in order to publish this event.

### Event Details

Select **No** or **Yes** to show this event in public search results. You can update this setting after scheduling the event.

Select the event location type.

- Classroom: Click +Location to enter the physical address
- Web Based: Enter the website or URL for event access
- Blended Online and Classroom: Enter both the physical address and website or URL for event access
- E-Learning: This is only used if you are using our LMS Insight Platform

\*Check **Confirmed** box

### Event Date & Time

\*Organizations: If scheduling under an Org Profile, Date must be "Confirmed" in order to publish this event.

Self-Paced: Select **No** or **Yes** if this a Self-Paced event

Multiple Sessions: Select **No** or **Yes** to indicate if the course will be held over multiple sessions.

- If **No**, you will enter a single Start Date and End Date.
- If **Yes**, you can add specific dates and times.

Time: Enter the **Start Time** and **End Time**

*The event hours must match the approved course duration. If they differ, submit a new course with the correct hours. Additional non-instructional time (e.g., breaks, lunch) can extend the event but must be noted in the 'Additional Date/Time Info Box,' clarifying that credit applies only to instructional hours.*

\*Check **Confirmed** box

**Additional Date/Time Info Box:** Use this field to provide any extra details about the event.

**Contact Info:** This will default to the contact details from your profile or organization profile but can be edited if needed.

**Additional Contact Info Box:** Use this field to provide any extra event-related contact details.

Click **Continue**.



## How to Reschedule an Event

To update Event Registration, you will need to update the dates within Event Registration, click **Registration Setup** within the Manage Dropdown

Event Registration (Closed)

Registration for this event is required.

Registration Available  
Monday, February 24, 2025 - Wednesday, February 26, 2025

Max Number of Participants Not Set  
Registration URL <https://pauat.newworldnow.com/v7/trainings/368699/register>  
Event status prevents this URL from being active

Visible Before Registration Start Date  
This event will be visible within the event search results before the registration start date.

Manage

- Registration Setup
- Preview Registration
- View Event Revenue
- Registration Emails and Text
- View Online Registration Terms

Select **Yes** or **No** if registration is required

If **Yes**, Where do you want attendees to register? (Select one and click the link below for instructions.)

**Built-In Online Registration** — Use the PD Registry to collect registrations.

- **Individuals:** To enable online registration, follow the [Online Registration for Individual PQAS Instructors](#) tipsheet for step-by step instructions.
- **Organizations:** To enable online registration, you must agree to the Terms and Conditions within the Org Profile Settings tab.

**Third-Party Online Registration** — Direct participants to register outside of the PD Registry.

If **No**, Are you charging for this event?

- **No**—Click Save & Review
- **Yes**-- Enter the Fee Amount. This will be displayed in the Training Event Search for providers.

Click **Save & Review**



## How to Reschedule an Event

### Yes—Online Registration

COURSE	TRAINER & SPONSOR	ASSESSMENTS & DELIVERY	EVENT	REGISTRATION
<h4>Event Registration</h4> <p>Is registration for this event required?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <hr/> <p>Where do you want attendees to register?</p> <p>Select whether the attendees for this event will register directly within the system, or if they will register with a third-party.</p> <p><small>Required</small></p> <p><input type="radio"/> Built-in Online Registration <input type="radio"/> Third-Party Online Registration <small>ⓘ This will direct users to another site.</small></p> <p><a href="#">&lt; Previous</a> <a href="#">Save as Draft</a> <a href="#">Save &amp; Review</a></p>				

### No—Online Registration

COURSE	TRAINER & SPONSOR	ASSESSMENTS & DELIVERY	EVENT	REGISTRATION
<h4>Event Registration</h4> <p>Is registration for this event required?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <hr/> <p>Are you charging a fee for this event?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><a href="#">&lt; Previous</a> <a href="#">Save as Draft</a> <a href="#">Save &amp; Review</a></p>				



## How to Reschedule an Event

**Built-In Online Registration** Use the PD Registry to collect registrations. ([Screenshot 1](#))

### Registration Emails and Text Box

You can add customizable text to each section, which will appear in emails sent by the PD Registry regarding your event.

You can add text to the following:

- Review Page
- Confirmation Page
- Confirmation Email
- Reminder Email

Click **Save** to continue.

If you **do not** have a Stripe account, all events will automatically be marked as free.

If your Stripe account is linked and want to accept payment through the PD Registry, click [here](#) for step-by-step instructions. Otherwise, check the Free Event box.

To enable payment through the system, you must link a Stripe account. For details, refer to our tipsheet on [How to Create a Stripe Account](#).

Enter the maximum number of participants. Leave blank if there is no limit.

Enter the **Registration Start Date** – the date when registration will open.

Enter the **Registration End Date** – the date when registration will close.

Would you like to require some optional data elements? *The data elements listed are optional by default. Check any or all that you would like to require attendees to provide or leave unchecked to remain optional.*



## How to Reschedule an Event

### Built-In Online Registration (Screenshot 1)

COURSE      TRAINER & SPONSOR      ASSESSMENTS & DELIVERY      EVENT      **REGISTRATION**

---

#### Event Registration

Is registration for this event required?

Yes  
 No

---

Where do you want attendees to register?

Select whether the attendees for this event will register directly within the system, or if they will register with a third-party.

Built-in Online Registration  
 Third-Party Online Registration  
ⓘ This will direct users to another site.

---

Please complete the fields below to enable online registration for this event. [📧 Registration Emails and Text](#)

This is a Free event  
ⓘ If Yes, no registration fees can be configured or collected.

Max Number of Participants

Registration Start Date  
  
ⓘ mm/dd/yyyy      Required to submit

Registration End Date  
  
ⓘ mm/dd/yyyy

Hide Listing Until Registration Start Date

---

Would you like to require some optional data elements?

The data elements listed below are optional by default. Check any or all that you would like to require attendees to provide, or leave unchecked to remain optional.

Require Company/Organization Name  
 Require Mailing Address  
 Require Primary Phone Number  
 Require Mobile Phone Number

---

#### Registration Options

[+ Option](#)

⚠ No Registration Options Created.

---

#### Additional Items

[+ Item](#)

**📌 Click "+ Item" to Add Additional Event Items.**  
Additional registration items may include items with fees such as promotion items, as well as items used for data collection.

---

[← Previous](#)      [Save as Draft](#)      [Save & Review](#)



## How to Reschedule an Event

### To Accept Payment within the PD Registry:

Click the **+Option** box within the **Registration Option** section.

Enter the following details:

- **Registration Name**
- **Registration Fee**
- **Registration Start Date**
- **Registration End Date**
- **Registration Description**

Click **Save** and follow the prompts.

To make edits, click the **pencil icon**.

**Additional Items** can be used for any upcharges, such as lunch, books, shirts, etc.

The screenshot shows the 'Registration Option Management' interface. At the top, it says 'Registration Name' with the text 'How to Schedule an Event'. Below this are three input fields: 'Registration Fee' with the value '20', 'Registration Starts' with the date '03/01/2025', and 'Registration Ends' with the date '04/30/2025'. There is a 'Registration Description' section with a rich text editor containing the text: 'This fee covers the cost of the How to Schedule an Event within the PD Registry course.' At the bottom, there are sections for 'Application Fees' and 'Payment Processing Fees' with their respective descriptions and fees.

The screenshot shows the 'Registration Options' summary screen. It displays the event name 'How to Schedule an Event' with a price of '\$20.00' and availability dates '03/01/2025 - 04/30/2025'. There are icons for editing and deleting the option. Below this is an 'Additional Items' section with a '+ Item' button. A callout box says 'Click "+ Item" to Add Additional Event Items.' and 'Additional registration items may include items with fees such as promotion items, as well as items used for data collection.' At the bottom, there are three buttons: '< Previous', 'Save as Draft', and 'Save & Review'.



## How to Reschedule an Event

<b>Third-Party Online Registration</b> This will direct users to another site. ( <a href="#">Screenshot 2</a> )
Enter the <b>Registration Deadline</b>
Enter the <b>Registration Web Address</b>
Are you charging for this event? <ul style="list-style-type: none"><li>• No—Click <b>Save</b></li><li>• Yes-- Enter the Fee Amount. Click <b>Save</b> This will be displayed in the Training Event Search for providers.</li></ul>

### Third-Party Online Registration (Screenshot 2)

Event Registration Management

Event Registration

Is registration for this event required?

Yes

No

Where do you want attendees to register?

Select whether the attendees for this event will register directly within the system, or if they will register with a third-party.

Built-in Online Registration

Third-Party Online Registration  
This will direct users to another site.

Registration Deadline

04/18/2025

@mm/dd/yyyy

Registration Web Address

zoom.us

@ ex: https://www.insightonline.com

Are you charging a fee for this event?

Yes

No

Save Close

9. Event Saved: Click **OK**

10. Review the information on this page. To make changes, click Manage within each section. Once all details are finalized, click Submit Event at the top of the page.

#368700	HOW TO SCHEDULE AN EVENT	Submit Event	Event
05/01/2025	Instructor Led Training / 12:00 PM - 06:00 PM		
	Course Level C1: Knowledge Acquisition		
View Course Details			