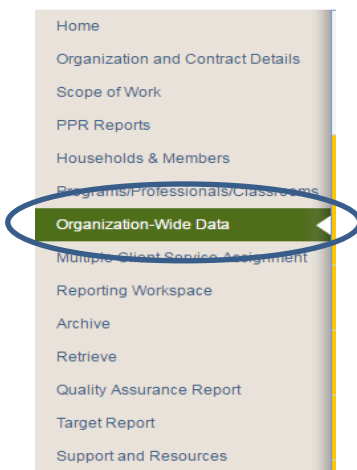


## How to Enter Training/Workshop Attendees into GEMS

1. Log into GEMS.
  - a. Option 1 {Preferred Way}: Add different trainings as services to the library pending approval; Add “Workshop Category”
  - b. Option 2: Add different trainings as services
2. Before you begin entering Trainings or Workshops make sure **all** ECE Professionals are entered—this will save you time and keep you from having to switch between Program/Professionals/Classrooms and Training/Workshops.
3. Select the **Organization-Wide Data** Tab:



4. Next, select the **Trainings/Workshops** tab. If the Training/Workshop has already been entered, search records and select by using the **Back/Next** arrows or click **Grid** and scroll over and down to search by date/name of Training/Workshop, etc. However, if you have NOT entered the Training/Workshop then click **Add**. Fill in Service Title & ID, Workshop Name, Trainer Name, etc. and save entry. The system will assign the Training/Workshop a record number found on the top left-hand side.



Organization-Wide Services | Organization-Wide Milestones (4) | Organization-Wide Surveys (1) | **Trainings/Workshops (8)**

First Back Record 8 of 8 Next Last Add Edit Delete Copy Grid Form Print Find Sort Export

Service Txn. ID STXN125681 Client ID GROUP **View Attendees (18)**

Service Title & ID Test Workshop Service Def (SRV1759) [Hours; Provider]

Workshop Name My workshop County FRANKLIN

Trainer John Smith City LOUISBURG

Begin date 06/25/2015 End date 06/25/2015 Zip Code 27549

Language English ☒ CCR&R Sponsored?

DCDEE Subject Category Infant Toddler Zone (DCDEE revised Supervision Series)

Local Subject Category Playground Safety

Number of Hours 2.00 Number Attended 18 Number Increased Knowledge 11

Number of CEUs 2.00 Number Surveyed 15 Number Satisfied 13

- Once you select the correct record, click on the **Edit** (see above) button—record is in Edit Mode when you see highlighted data, example below. You will not be able to make any changes if you are not on edit mode. Next, click **Add/View Attendees**.

Organization-Wide Services | Organization-Wide Milestones (0) | Organization-Wide Surveys (1) | **Trainings/Workshops (119)**

First Back Next Last Save Cancel Grid Form Print Find Sort Export ☒ Text? Find

Service Txn. ID STXN163934 Client ID GROUP **Add/View Attendees (0)**

Service Title & ID [Yellow Highlighted]

Workshop Name [Yellow Highlighted] County [Dropdown]

Trainer [Yellow Highlighted] City [Dropdown]

Specialist Type [Dropdown] Zip Code [Dropdown]

Begin date [Yellow Highlighted] End date [Dropdown]

Language [Dropdown] ☐ CCR&R Sponsored?

DCDEE Subject Category [Dropdown]

Local Subject Category [Dropdown]

Number of Hours [Yellow Highlighted] Number Attended 0 Number Increased Knowledge [Dropdown]

Number of CEUs [Dropdown] Number Surveyed [Dropdown] Number Satisfied [Dropdown]

- The screen below will appear. Select attendees by clicking **Select** and click **Save**. To sort in alphabetical order, i.e. by First Name, Last Name, or Program, click on gray band. You can also look-up attendee by name in the search box—type name and click on spinning-blue arrow. Select name and save.

**SELECT ATTENDEES**

Select	First Name	Last Name	ID	Program	County
<input checked="" type="checkbox"/>	Stephanie	Smith	PPROV1001	BURNS CHILD CARE & PRESCHOOL CENTER	CUMBERLAND
<input type="checkbox"/>	Bridgett	Staton	PPROV1107	TINY TREASURES CHILD CARE	CUMBERLAND
<input type="checkbox"/>	Lisa	Hall	PPROV117	CAMPGROUND PRESCHOOL & CHILD CARE	CUMBERLAND
<input type="checkbox"/>	Felecia	Rhodes Everett	PPROV1171	LUCILE SOUDERS ELEMENTARY	CUMBERLAND
<input type="checkbox"/>	Cornelia	Thompson	PPROV1205	LAKE RIM HEAD START	CUMBERLAND
<input type="checkbox"/>	Delores	Floyd	PPROV1209	HOLLAND HOMES HEAD START	CUMBERLAND
<input type="checkbox"/>	Amy	Brown	PPROV1244	C. WAYNE COLLIER ELEMENTARY	CUMBERLAND
<input type="checkbox"/>	Cynthia	Quick	PPROV1249	ARMSTRONG ELEMENTARY	CUMBERLAND
<input type="checkbox"/>	Eliza	Fuller	PPROV1270	EASTER SEALS UCP DOROTHY SPAINHOUR CENTER	CUMBERLAND
<input type="checkbox"/>	Edith	Love	PPROV1272	MCNEILL HEAD START	CUMBERLAND
<input type="checkbox"/>	Lanthia	Williams	PPROV1295		

Page 1 of 107 Search  Displaying records 1 - 15 of 1,591

7. Once you finished entering attendees you will be back on this screen. The number attendees should match your roster. Once everything is entered, save Record by clicking on save icon.

Organization-Wide Services Organization-Wide Milestones (0) Organization-Wide Surveys (6) **Trainings/Workshops (196)**

First Back Next **Save** Cancel Grid Form Print Find Sort Export Text? Find

Service Txn. ID: STXN152267 Client ID: GROUP **Add/View Attendees (13)**

Service Title & ID: 3.3\_ECE staff member who attend non-credit based training workshop (SRV158) [Hours; Provider] (SRV158) [Hours; Provider]

Workshop Name: CPR & First Aid County: CUMBERLAND

Trainer: William Murphy

Specialist Type: City:

Begin date: 10/03/2015 End date: 10/03/2015 Zip Code:

Language: English ☐ CCR&R Sponsored?

DCDEE Subject Category: Other

Local Subject Category:

Number of Hours: 3.00 Number Attended: 13 Number Increased Knowledge:

Number of CEUs: Number Surveyed: Number Satisfied: