Registration Database for Department Workshop and Meeting Attendance

Participation in departmental meetings and recommended or required workshops will be maintained in a “Registration” database. Instructions for data entry follow.

To add an event (meeting or workshop):
1. Open the Registration database located on the ChemAdmin remote server.
2. Go to “Events” if it does not automatically open to this screen.
3. Select “New.”
4. Enter the event details.

To register individuals for the event:
Note: only those individuals who are required to attend need to be registered. For those events that are optional, individuals should be registered once they confirm their attendance.
All individuals must have a record in the “Contacts” screen before you can register them.

From the Events screen, select the “New Registration” button. This will bring you to a list of contacts. Select the button beside the name of the individual you want to register.
To add individuals to the Contacts list:

From the Events screen, select "Contacts."

Select "New," and then enter the individual’s information.
In the "Notes" field, enter all staff categories that apply to the individual. This field will be used in finding individuals by category. For instance, if a meeting with financial staff only is scheduled, a find with the word “financial” could be entered and it would pull only the financial staff contact records so that they can be registered.

- Financial = financial duties
- Business Office = includes financial, advising, payroll, and program coordinators
- Advising = graduate and undergraduate advisors
- Shop = includes only Shop managers
- Lab = undergrad Lab staff
- IT = computing staff
- All = all staff

To record attendance:

After the event, record each person’s attendance by selecting the "Attended" box in the Registration-Events screen if they attended the event.
To view list of attendance:
Select “View Attendance List”

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ellis Myers</td>
<td><a href="mailto:eremyer@uh.edu">eremyer@uh.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

To view list of events:
Select “View Event List”

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Location</th>
<th>Event Date</th>
<th>Event Time</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conflict Communication</td>
<td>5th Floor</td>
<td>6/29/2005 10:00AM</td>
<td>Completed</td>
<td></td>
</tr>
</tbody>
</table>