



# TrainingRegister® Tutorial

## Enrollment Roster

*Revised: 04/18/2005*

**Abstract:** This Tutorial will help the user prepare an enrollment roster and/or sign-in sheet.

It will be assumed the user has worked through the Overview Tutorial, knows how to open TrainingRegister®, switch to the sample database if needed and login.

It will also be assumed the user is already logged into TrainingRegister®.

### **Prepare an Enrollment Roster for a Scheduled Class:**

Click the [Reports] Menu and then select [ClassSchedule Related Reports], [Enrollment Roster / Custom Sign-in Sheet]

Press ENTER or click [OK] to accept the default choices.

Examine for scheduling conflicts.

Print the Sign-in Sheet and/or email it to the instructor.

Examine and close the report.

The enrollment roster does not have to look like a sign-in sheet. Repeat the report and don't take the default selection on the first two choices. Experiment with the possibilities. Notice that additional identifying information for each attendee can be included on the report. Keep in mind the printing width when selecting additional fields. DeptIDs, for example, take less report space than department names.