TRAINING ATTENDANCE TRACKING FEATURE – V.2
Tips for Entering Attendance Using the Training Attendance Mobile App

The Training Attendance Mobile App provides a new, streamlined way for trainers to enter attendance at in-person training sessions using a member's unique QR code, Registry ID number or name/email address combination. Use of the app allows completed Registry-approved training to be added to the membership accounts of active Registry members within five calendar days of attending an in-person training session (does not apply to online training courses) and supports The Nevada Registry's effort to establish "real-time" data tracking for members.

Real-time data tracking is a significant benefit to educators working in Early Childhood programs who now have a more accurate and up-to-date record of their completed professional development. Trainers are encouraged to take a moment at the beginning of each Registry-approved training session to inform attendees of the importance of the attendance feature, the process for taking attendance if they are using the mobile app, and how individuals will benefit from knowing and providing their Registry ID number at each Registry-approved training session attended. The mobile app is available for trainers for the purpose of taking attendance at in-person training sessions **only**.

One, in a series of resources available to trainers, this document outlines tips for the successful entry of attendance via the mobile app and provides answers to the most frequently asked questions related to this feature. Please use it as a supplement to the information shared in the [Mobile App tutorial video](#).

Tips for Using the Mobile App to Enter Attendance

Updates to the app will occur periodically. For the best user-experience, please ensure you have downloaded the most current version of the app. Please also note that while use of the mobile app is recommended to streamline attendance-taking, it is **optional**; attendance may continue to be entered from your [Online Portal](#) account if you prefer but it is important to note that attendance can only be started from one place or the other, not both. If you start the attendance in the app, it must be completed and submitted from within the app, and vice versa.

Getting Started

Search for the Nevada Registry Trainer App in the App store for your device by entering The Nevada Registry Trainer App in the search field. Download/install the app.


After you have installed the app select 'Open' to log in. The app works the same way on Android as it does on IOS. **Log into the app using the same email and password combination you use to log into your Nevada Registry** Online Portal **account.** If you forgot your password, you may select the link on the screen to reset it.

Navigating the Mobile App

Once you have logged into your account in the app, you will see a 'Pending' tab, a 'Complete' tab and your profile icon.

Pending Tab

'Pending' is where you will see any upcoming training events and where you will enter the corresponding attendance. This list includes training sessions with attendance that has not been started as well as partially entered attendance for sessions you started but have not completed. Partially entered attendance will be indicated by the disclaimer below the title.
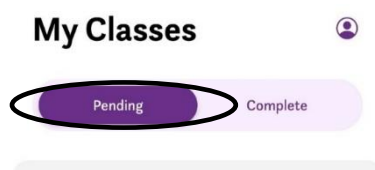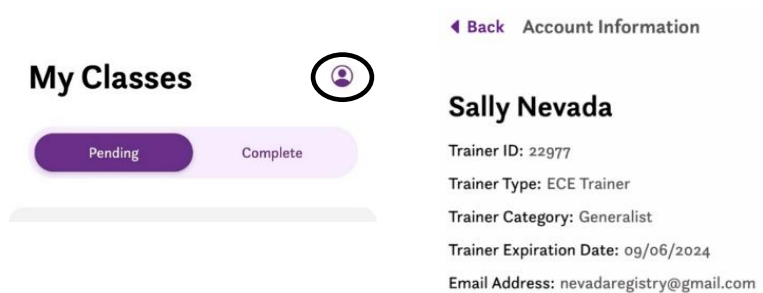
Complete Tab

'Complete' is where you see training sessions with submitted/complete attendance records.

Profile Icon

The profile button shows you your Registry ID and email address associated with your Registry account. If your email address is associated with a program or sponsor account, you will see that information as well.

Entering Attendance

To begin entering attendance, select the training session under the 'Pending' tab. You will see the title of the course along with a brief description, the date, time, location, and cost. **Please confirm this is the correct training session before entering attendance.** Select the 'Enter Attendance' button at the bottom of your screen.

NOTE: You will not see the 'Enter Attendance' tab more than 15 minutes prior to the conclusion of the training session.

Attendance can be entered in one of three ways: QR code, Registry ID # or name/email.

QR Code

1. The first option is to use your camera to scan each attendee's unique QR code by selecting the 'Scan QR Code' button. All members have been assigned their own QR code available within their Online Portal account under the 'My Membership Profile' tab. Because QR codes may only be accessed through a member's Online Portal account, it is recommended attendees log in and take a screenshot of their QR code for easy access prior to attending.

If you scan a code and 'Unknown Registry ID' appears, it means an incorrect code was scanned and you will need to delete it from the attendance and either try scanning it again or manually enter the attendee's Registry ID or name/email address combination if the Registry ID is unknown.
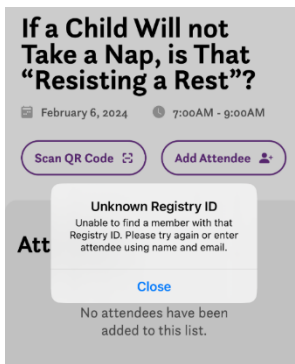

Registry ID Number

2. The second option for entering attendance is to enter the attendee's Registry ID number. Once you enter in the attendee's number their name will automatically populate. Please verify their name before adding them to the list.
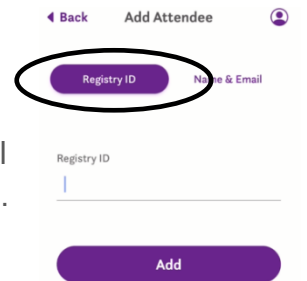
Name/Email Address

3. If a QR code or Registry ID number is not available, or the attendee is not yet a member of The Nevada Registry, you will enter the attendee's name and email address to add them to the list.
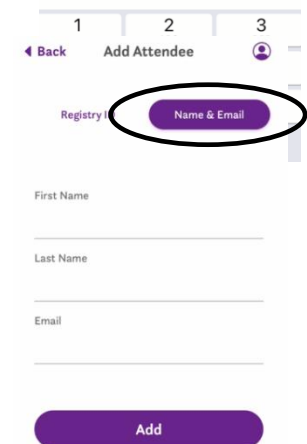
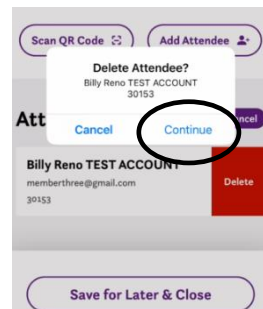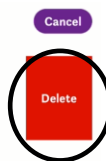Please verify all information before adding it to the list. If a mistake was made, you may delete the entry.

Just as when entering attendance via your [Online Portal](#) account, trainers and co-trainers may not enter themselves to the attendance record as indicated by this error message.
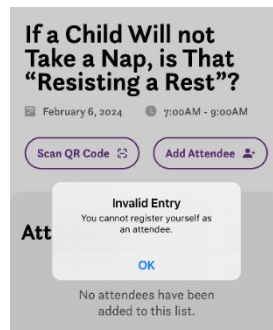
If you are unable to complete an attendance record in one sitting, you may select the 'Save for Later & Close' button. You will be able to pick up from where you left off within the app the next time you access the attendance for that session. As a reminder, if you started entering attendance in the app you will need to complete it within the app.

Once you have verified all the attendees were entered correctly, select the 'Submit to The Nevada Registry' button at the bottom of the s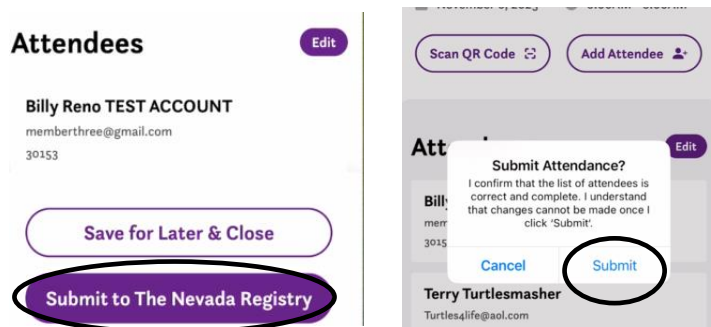creen. NOTE: Just as when entering attendance via your Online Portal account, you must ensure the attendance is accurate and complete *before* submitting the record. Changes cannot be made once you click the submit button.

The training sessions you submitted attendance for is now listed in the 'Complete' tab under the 'My Classes' screen. Attendance records are typically reviewed and verified by The Nevada Registry within two business days. Once verified, the total attendance will be listed in your Online Portal account.

What do a tick and the Eiffel Tower have in common? They're both Paris sites.

- Attendance Submitted. Pending review by The Nevada Registry.
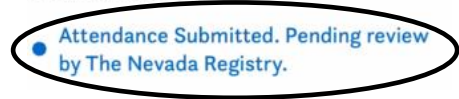
NOTE: If you are not the primary trainer for the session, you may see the following message indicating the training will need to be finalized in the Online Portal of the primary trainer's account.

Attendance has been submitted to the Online Portal. Please visit the Online Portal to review and submit to The Nevada Registry.

Review any session that has already been submitted by clicking on the arrow next to any training session within the 'Complete' tab. From here, you can also see this list of attendees submitted. The disclaimer below the title will indicate the status of the submitted training.

Frequently Asked Questions

I cannot log into the app.

Log into the app using the same email and password combination you use to log into your Nevada Registry Online Portal account. If you forgot your password, you may select the link for the password reset request link on the main page of the app which will open The Nevada Registry's website.

I do not have internet access or do not have service during my training session.

Access to an internet connection is not required to take on-site attendance via the app. Any attendance you take will be cached in the app and populated when a wi-fi connection is established.

I do not see the training session in my list of 'Pending' sessions.

Attendance must be taken at the end of a training session, not at the beginning. For this reason, the earliest you will have access to the attendance record/see it in the app is 15 minutes prior to the end of the scheduled training session. Per the Trainer Agreement, only those attendees who stay for the entire training session should receive credit for the training and be added to the attendance record.

I prefer to take attendance at the beginning of a training session as attendees arrive.

In accordance with The Nevada Registry's training attendance policy, attendees must stay for the entirety of a training session. For this reason, attendance must be taken at the end of the training session.

The attendee does not have a QR code.

No problem. If the attendee is not a member of The Nevada Registry you may enter in their name and email address. Once they become a member of the Nevada Registry and if the email address provided is the one associated with their account, the training will automatically be added to their account.

I received an error when scanning a QR code.

In some cases, an incorrect QR code may have been provided. If that is the case, you will be notified in the app of the error and will be allowed to remove the error from the attendance list. In that case it is recommended to switch to entering either their ID number or name and email address.

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I do not have time to enter all the attendees at the conclusion of the session.

The app is designed to allow trainers to provide more convenience when entering attendance. If you are unable to enter the entire attendance at the conclusion of a session, you will be able to save your progress and finish entering attendance at another time. For this reason, you should continue to require attendees to sign in on a paper attendance sheet upon arrival for your own records and to serve as a backup in the event of a technology failure. Paper sign-in sheets are also necessary in the event you are contacted by The Nevada Registry or Child Care Licensing to verify an individual's attendance and/or by a past training participant to request a replacement certificate. Per the Trainer Agreement, you have agreed to keep records of your training registrations for a period of twelve (12) months to support these requests. NOTE: Failure to complete an attendance record more than five days after the event will impact your ability to submit future training sessions for approval.

Who is responsible for entering the attendance if there is more than one trainer?

The app is designed to allow all associated trainers with an approved event to take attendance. However, the attendance will need to be submitted by the individual who originally submitted the event for approval via their Online Portal account. When this is the case, you will see this message:

> Attendance has been submitted to the Online Portal of the primary trainer/organization for this session. No further action is required.

Questions? Please contact The Nevada Registry at nevadaregistry@washoeschools.net or by calling 800-259-1906.

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This document may undergo periodic review and revision. Always refer to the 'For Trainers' page of The Nevada Registry website for the most current version.