

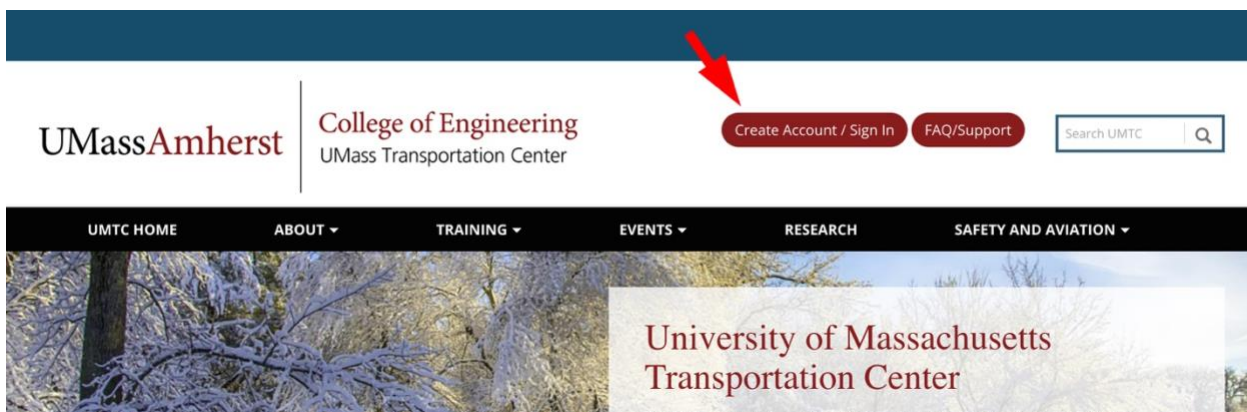
# Using the Registration Manager Functions

To become a Registration Manager for your organization, send your request to [admin@umasstransportationcenter.org](mailto:admin@umasstransportationcenter.org). If you do not have your own profile already (or have been using someone else's), please create your own profile first. Watch our how to create a profile [video](#).

Registration Managers can perform the following functions:

- [Register yourself and/or employees for courses.](#)
- [Receive confirmation emails and invoice links for the people who have been registered.](#)
- [Receive course reminder emails for any of their organization's registrants.](#)
- [View their organization's employee records for course attendance.](#)
- [Access to employee certificates for courses they have attended.](#)
- [Edit, add or remove employee profiles.](#)
- [View your own records.](#)

To perform any of the above functions, first log in to the [UMTC/Baystate Roads website](#) as yourself:



To Register Yourself and/or Someone else from your organization for a course:

1. Click on "Training" from the main menu, and select "Course Listings"
2. Navigate to the class and click on the date of the session you want to register yourself and/or other people for.
3. Click on the "Registration" tab.
4. Choose the appropriate fee ie. Public Sector, Private Sector, or MassDOT and Click the "Register" button link.

5. Select the appropriate choice.
  - a. "I only want to register myself."
  - b. "I want to register myself and others from my organization."
    - i. Registering yourself and others. DO NOT include yourself in the total number of people who will be registered and enter that number in the "count of other registrants (do not include yourself)" field.
  - c. "I'm only registering others from my organization."
    - i. In the example below, only one person is being registered and it isn't yourself.
6. Click Proceed.

## Cart

Your Cart lists each event/course and attendee for which the registration process has begun. To continue the registration process, click "Proceed". If you have multiples events in your Cart, you may "Remove" any event/course before proceeding.

CART ITEMS		
Title	Status	Action
1. Trenching & Excavating Safety: Competent Person (DWT-2018-53 (6 hrs); BC-2019-3454 (6 hrs); T518-0017 (6)) Date: 06/20/2024 Time: 7:30 AM - 3:00 PM Location: Sudbury Public Safety	Open	Remove

**SELECT REGISTRANTS**

I only want to register myself  
 I want to register myself and others from my organization  
 I'm only registering others from my organization

Count of other registrants (do not include yourself)

7. When registering other people from your organization you will want to click on the "Search Company Roster" link. (See figure below)

## Event Registration

Click 'Proceed' to register.

If your status below is 'Not Attending' the event/course may not be open to your affiliation type, if you believe this is an error please call 413-545-2604 or email [admin@umasstransportationcenter.org](mailto:admin@umasstransportationcenter.org).

MY CART - REGISTRANTS		MY CART   SEARCH COURSES   SEARCH EVENTS   ADD REGISTRANT
No Registrants currently listed in My Cart!		

Registrant	Action
Select 'Search Company Roster' to add name:	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Search Company Roster</span>   Add new name (not already on roster)   Do not add name
Select 'Search Company Roster' to add name:	Search Company Roster   Add new name (not already on roster)   Do not add name
Select 'Search Company Roster' to add name:	Search Company Roster   Add new name (not already on roster)   Do not add name

8. Select the person, or people, who you want to enroll in the selected course from your organization.
9. Click on “Select and Continue”.
  - a. If the person(s) is not listed in your organization, please see the instructions below on How to Add a Person to your organization.

## To Add a new person to Organization/Company

If an employee is not listed in your organization roster, select the “Add new name (not already on roster)” link. (See figure below)

### Event Registration

Click 'Proceed' to register.

If your status below is 'Not Attending' the event/course may not be open to your affiliation type, if you believe this is an error please call 413-545-2604 or email [admin@umasstransportationcenter.org](mailto:admin@umasstransportationcenter.org).

MY CART - REGISTRANTS		MY CART   SEARCH COURSES   SEARCH EVENTS   ADD REGISTRANT	
No Registrants currently listed in My Cart!			
NEW REGISTRANTS			
Registrant	Action		
Select 'Search Company Roster' to add name:	Search Company Roster	Add new name (not already on roster)	Do not add name
Select 'Search Company Roster' to add name:	Search Company Roster	Add new name (not already on roster)	Do not add name
Select 'Search Company Roster' to add name:	Search Company Roster	Add new name (not already on roster)	Do not add name

Proceed

Complete the required fields to create a profile for the individual.

- a. **IMPORTANT NOTE:** A person may have an existing profile in our system but may not be linked to the proper organization. If you believe this is the case, email us with the person’s name in order to prevent duplicate profiles in our system. [admin@umasstransportationcenter.org](mailto:admin@umasstransportationcenter.org).
- b. **IMPORTANT NOTE:** ALWAYS use an existing company/organization record. Enter a key word in the name of your organization and select from the auto populate list that is generated. DO NOT create your own. (See figure below)

CREATE PERSONAL PROFILE RETURN TO CART

Email

Secondary/Supervisor Email  Send a copy of this confirmation to this email address.

\*Organization

City of Worcester  
455 Main Street

City of Worcester Div of Youth Opportunities  
128 Providence St

City of Worcester Division of Public Health  
25 Meade Street

City of Worcester DPW Parks  
20 E Worcester Street

City of Worcester Public Schools  
Address Not Available

City of Worcester Water Sewer Operations  
20 East Worcester Street

City of Worcester Dept of Transportation Mobility  
76 East Worcester St

Elder Services of Worcester Area ESWA  
67 Millbrook Street

Habitat for Humanity MetroWestGreater Worcester

LL Massachusetts cities and  
and leave off words like NEW,  
transportationcenter.org BEFORE

Badge Name (First Name Only)

Prefix

\*First Name

Middle Name

- c. If your organization record doesn't appear:
  - i. Double check spelling of what you typed.
  - ii. Try a different variation of its name (example: UMTC, UMass Transportation Center, U.M.T.C.)
  - iii. If you are still not having success, please call 413-545-2604 or email [admin@umasstransportationcenter.org](mailto:admin@umasstransportationcenter.org) for assistance.

10. Click "proceed" if the Registration page information is accurate.

11. On the payment information page,

- a. Under "Payment information", "Pay by Credit Card" is the default selection, but you may select "Invoice" if preferred.
- b. Under the billing address information, you may want to change the billing "name" from the employee name to your company name.
- c. Complete any empty fields.

12. Click "Complete Enrollment".

## Registration Confirmation and Reminder Emails

1. A Confirmation page will provide any links to course materials, or online module information.
2. An email confirmation will be sent to you, and to anyone else who was registered AND has a unique email address associated with THEIR profiles.
  - a. Email will include:
    - i. Details about the registered class
    - ii. A link to a printable invoice or a link to pay by credit card. (See figure below.)



### Course Registration Approval Confirmation

If there are problems with how this message is displayed, click here to view it in a web browser.

Dear Cynthia,

Thank you for using our on-line registration process. This is your confirmation that your registration was processed.

To retrieve your invoice, click here:  
<http://www.umasstransportationcenter.org/assnfe/Invoice.asp?APPROVAL=944552731383732383334253431303D21323C273B56323332313>

To pay by credit card click here:  
[https://quikpayasp.com/umass/commerce\\_manager/payer.do?orderType=BAYSTATE](https://quikpayasp.com/umass/commerce_manager/payer.do?orderType=BAYSTATE)

Workshop Details:

Name	Registered Items	Billed	Paid
1. Ahmadjian, Chris J	Public Advisory Member Meeting Advisory Member Meeting Summer 2018 - Hopkinton Date: 06/20/2018 Time: 9:00 AM - 1:00 PM Location: MassDOT Materials Lab	\$0.00	\$0.00
SubTotal		\$0.00	\$0.00
Total		\$0.00	\$0.00
Balance Due			\$0.00

Please be advised, cancellations must be received no later than 7 days prior to the class, or the class fee will not be refunded.

If you have any questions regarding your registration, please contact the UMTC by email at [admin@umasstransportationcenter.org](mailto:admin@umasstransportationcenter.org) or call 413-545-2604.

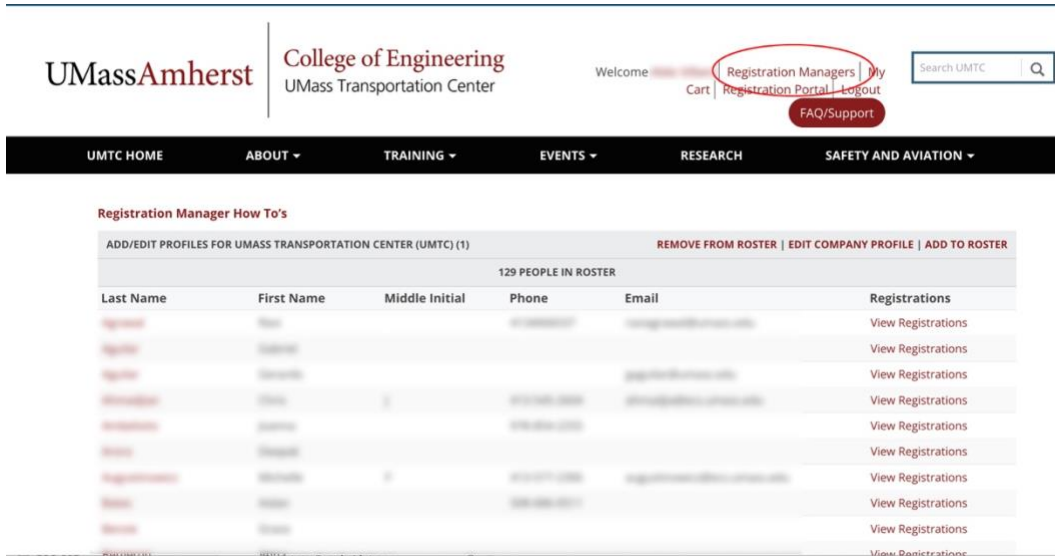
Thank you for your participation.

UMass Transportation Center

- Automatic reminder emails are sent out 8 days and 2 days prior to the course date.

## To View Employee records or print certificates:

- Click on "Registration Managers" in the upper right corner of the website next to your name. (See figure below)



- A list of the profiles associated with your organization will be displayed (may be more than one page).

3. Navigate to the person whose record you wish to view and click “View Registrations”.

This will give you a list of all courses or events that the person has registered for and attended. It will also enable you to view/print certificates for any event that the person has been marked attended in our system.

4. Click on “View Certificate” if you want to view or print the certificate.

Advisory Member Meeting	Advisory Member Meeting Fall 2022	10/17/2022	Pending or Did Not Attend
Advisory Member Meeting	Advisory Member Meeting Summer 2021	8/4/2021	<a href="#">View Certificate</a>
Advisory Member Meeting	Advisory Member Meeting Winter 2021 - Virtual	1/27/2021	Pending or Did Not Attend
Advisory Member Meeting	Advisory Member Meeting Fall 2019 - Hopkinton	11/8/2019	<a href="#">View Certificate</a>
Micro-Training Pilot Program *Free*	Micro-Training Pilot Program *Free*	5/7/2018	Pending or Did Not Attend
Advisory Member Meeting	Advisory Member Meeting Spring 2019 - Sturbridge	3/12/2019	<a href="#">View Certificate</a>
Advisory Member Meeting	Advisory Member Meeting Fall 2018 - Pittsfield	10/17/2018	<a href="#">View Certificate</a>
Advisory Member Meeting	Advisory Member Meeting Summer 2018 - Hopkinton	6/20/2018	<a href="#">View Certificate</a>

a. Click on the “Print this Page” link in upper left corner of your screen, OR right click on the certificate image and select “print” to print.

- b. Right click on the certificate image and select “save as” to save the certificate to your files.



As a Registration Manager you also have the ability to remove individuals from your organization’s roster as well as edit your organization’s information.

### To View Your Own Records:

1. Click on “Registration Portal”

