

Using the Registration Manager Functions for Courses

If you would like to become a Registration Manager for your organization, please email admin@umasstransportationcenter.org or call us at 413-545-2604 to be assigned. If you do not have your own login already (or have been using someone else's), please create your own login first.

Registration Managers can perform the following functions:

- Register employees of your organization for courses.
- Receive confirmation emails and invoice links for the people you have registered.
- Receive reminder notices for the classes you have people registered to attend.
- Edit, add, remove people from your organization.
- View your organization's employee records of course attendance.
- Print or download participation certificates for employees who have attended courses.

GETTING STARTED

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

Once you are set up as a Registration Manager, to perform any of the above functions, first Login to your profile on the [UMTC website](#):



1. Click on "Registration Portal" to view YOUR records.
2. Click on "Registration Manager" to view your company's people.
3. Confirm that everyone who should be listed is listed. If not, edit your roster.
4. Select the class that you want to register 1 or more people for.
5. Click "Proceed", and you will be directed to the screen below:

Title	
1.	Municipal Culvert Assessment Date: 06/07/2018 Time: 8:00 AM - 3:00 PM Location: Grafton Fire Station

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)

6. Select the appropriate choice from the options.
In the case above, the registration manager only wants to register someone else, and they only want to register 1 person.

7. Click Proceed to open the next screen showing an empty cart with the class title but no attendees.

8. In the middle of the screen, Click on the line that says, "Select from Company Roster".

[View the List of Registrants in My Cart](#)

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@umasstransportation.com

My Cart - Registrants

No Registrants currently listed in My Cart!

New Registrants

Registrant	
Select 'Search Company Roster' to add name:	Search Company Roster Do not

9. Select the person (people) from your company whom you wish to enroll.
NOTE: If your company list of names is more than one page, "SELECT and CONTINUE" before going to the next page to save your selections.

10. Click on "Select and Continue".

Search and Select a Person

Select Registrant	
<input type="checkbox"/>	Ravi Agrawal (Graduate research assistant)
<input checked="" type="checkbox"/>	Chris J Ahmadjian (Associate Director)
<input type="checkbox"/>	Chengbo Ai
<input type="checkbox"/>	Joanna Ambeliotis
<input type="checkbox"/>	Deepak Arora
<input type="checkbox"/>	Adrian Ayala
<input type="checkbox"/>	Sayeeda Ayaz

11. Confirm that the Registration screen shows accurate information, then click “Proceed”.

12. Confirm that all the details on the Payment Screen are accurate, then click “Complete Enrollment”.

NOTE: “Pay by Credit Card” is automatically selected, but you can pay by either invoice or credit card without changing anything.

13. Lastly, a Registration Confirmation screen will appear outlining the details of your registration.

14. An email confirmation with “Course Registration Approval Confirmation” in the subject line will be sent automatically. This email will include details of the class, cancelation policy, an invoice link, and a pay by credit card link.

INVOICE/PAYMENT

Option 1: A link to your invoice will be included in the confirmation message which can be printed out/downloaded to be processed through your accounts payable office in your town

Option 2: A UMass credit card link is provided to pay by credit card. See sample below.

The screenshot shows an email from Admin UMTC to Cynthia Schaedig. The subject is "Course Registration Approval Confirmation". The email body includes a greeting, a thank you message, and two links: one to retrieve the invoice and another to pay by credit card. A table titled "Workshop Details" lists a registration for Chris J. Ahmadjian for a "Public Advisory Member Meeting" on 06/20/2018. The table shows a balance due of \$0.00. The email concludes with a cancellation notice, contact information for UMTC, and a thank you message.

Admin UMTC <admin@umasstransportationcenter.org> | Cynthia Schaedig | 2:03 PM

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

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 or call 413-545-2604.

Thank you for your participation.

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CLASS COMMUNICATIONS

Reminder emails will be sent to you and any of your registered employees who have their own email addresses associated with their accounts. These reminders will go out 8 and 2 days prior to the class date.

NOTE: If your registered employee(s) doesn't have a unique email address associated with their UMTC accounts, please make sure that you deliver the reminders to those employees.

To View Your Own Records:

Click on "Registration Portal" to view your historical records and access your course certificates.

UMTC UMass Transportation Center

Welcome Cynthia Schaedig | Registration Managers | My Car | **Registration Portal** | Lo

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My Registration Portal

Welcome Cynthia Schaedig | [View Profile](#)

The events and courses you have registered for are listed below. To request cancellation please click [here](#).

[2018 Transcript](#) | [2017 Transcript](#) | [2016 Transcript](#) | [2015 Transcript](#) | [2014 Transcript](#) | [2013 Transcript](#) | [2012 T](#)

To View Employee records or print certificates:

1. Click on "Registration Manager" at the top of the screen.

at the
UMass Transportation Center

Welcome Cynthia Schaedig | **Registration Managers** | My Car

2. From the list of all the employees in your organization, click on "View Registrations" to view the employee's historical records and access their course certificates.

Bolduc	Lauren	(413) 545-0111	lmbolduc@umass.edu	View Registrations
Brisson	Robert	413-577-2762		View Registrations
Campbell	Nicholas	413-577-2762	nlcampbell@umass.edu	View Registrations
Carnes	Josh	413-545-5403	jacarnes@umass.edu	View Registrations
Cathcart	Jeff	401-368-4850	jcjci@cox.net	View Registrations

3. Click on "View Certificate" to view, print or download the certificate.

**2016 NORTHEAST TRANSPORTATION SAFETY
CONFERENCE**

Pavement Management Boot Camp

Leadership At All Levels

**2016 NORTHEAST TRANSPORTATION SAFETY
CONFERENCE**

Pavement Management Boot Camp

Leadership At All Levels

6/7/2016

6/1/2016

5/16/2016

[Certificate](#)
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