

# Using the Online Event Registration for MVECA Trainings

Our new website went live in December and we are now utilizing an Online Registration page for all trainings.

The purpose of this is to simplify the process of communication to the attendants, to have the ability to email Certificates of Attendance directly from the program for those that were in attendance and many other very useful options.

Example Steps:

1. Go to the new MVECA website: [www.mveca.org](http://www.mveca.org)
2. Click on the link "View Monthly Calendar"

The screenshot shows the MVECA website homepage. At the top, there is a navigation bar with the MVECA logo and contact information. Below the navigation bar is a main banner area with a line graph and the text "TELL US WHAT YOU THINK!". Underneath the banner is a "Welcome to MVECA" section with a brief description of the organization. At the bottom of the page, there is a section titled "UPCOMING EVENTS & TRAINING" which lists several events for January 18th and 19th. A red box highlights the "VIEW MONTHLY CALENDAR" link in the top right corner of the "UPCOMING EVENTS & TRAINING" section.

www.mveca.org/Default.aspx

Phone Number: (937) 767-1468 Fax Number: (937) 767-1793 VIEW LEGACY SITE »

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TELL US WHAT YOU THINK!

Click here to provide feedback on MVECA's new website.

19 av.

READ MORE

New Visitor Returning Visitor

Welcome to MVECA

Located in Yellow Springs, Ohio - Miami Valley Educational Computer Association is a consortium of 26 school districts and service centers from Clark, Clinton, Greene, Highland, Fayette, Madison, and Montgomery Counties in Ohio. We also serve...  
Read More

UPCOMING EVENTS & TRAINING

VIEW MONTHLY CALENDAR


JAN 18 Clinton County Technology Discussion

JAN 18 Valley View Closed Session  
Valley View to review EMIS course reporting


JAN 19 Board Meeting


VIEW ALL EVENTS

3. Then click on the **wording** "SI Batch Scheduling Meeting for HS/MS" **or the meeting you wish to attend.**



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## District Master Calendar

QUICK LINKS ▾

*Calendar Filtering Options (Show Options) (Monthly Print View) (Export Calendar)*

<< To December 2016
Events For January 2017
To February 2017 >>

**NOTE:** Place your cursor over an event displayed below to see date and time information. Click to view details.

SUN	MON	TUE	WED	THU	FRI	SAT
1 <small>MVECA Office Closed</small>	2 <small>EMIS Open Lab</small>	3	4 <small>EMIS Open Lab - 1:00 Lab 2 SI Open Lab</small>	5 <small>17L Staff EMIS 101 Workshop Lab 2</small>	6	7
8	9 <small>EMIS Open Lab</small>	10	11 <small>SI Open Lab</small>	12	13	14
15 <small>MVECA Office Closed</small>	16 <small>EMIS Open Lab IEP Anywhere Demo - EC</small>	17 <small>Clinton County Technology Discussion Valley View Closed Session</small>	18 <small>Board Meeting MVECA Staff Meeting SI Open Lab</small>	19 <small>ODE EMIS Webinar</small>	20	21
22	23 <small>EMIS Open Lab</small>	24	25 <small>SI Batch Scheduling Meeting for HS/MS</small>	26 <small>Excel 2013 Training - level 1</small>	27	28
29	30 <small>EMIS Open Lab</small>	31	1	2 <small>EMIS Alliance ITC Training</small>	3	4

4. A new webpage will open showing the event details and any attached documents you may need to bring:

## EVENT DETAILS

### SI Batch Scheduling Meeting for HS/MS

Starting 1/25/2017 at 9:00 AM until 3:00 PM

What: 2017-2018 SI Batch Scheduling Meeting  
When: Wednesday, January 25, 2017  
What Time: 9:00 am - 3:00 pm  
Where: Greene ESC Commons 3 & 4  
Please register for this session by using the online registration link at the bottom.

1. Include the session name
2. Include your building/district
3. Include name of those attending

DESCRIPTION:

There will be a break for lunch from 12:00 pm - 1:00 pm.

We will be covering the chapter "Batch Scheduler" located in the Procedural and Step by Step Checklists.

Please be sure to print the chapter and bring it with you to the session.

This session is for any building that uses the Batch Scheduler (typically HS and some MS).

Before a school may begin \*any\* of the scheduling process, SYI must be completed by MVECA for their building.

LOCATION: Greene ESC Commons

ATTACHMENT(s): [Batch Scheduling Step by Step](#)  
[Preparation Before Batch Scheduling](#)

ADD TO CALENDAR   PRINT   CLOSE

5. Click on the Online Registration link:

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**LOCATION:** Greene ESC Commons

**ATTACHMENT(s):** [Batch Scheduling Step by Step](#)  
[Preparation Before Batch Scheduling](#)

**ONLINE REGISTRATION AVAILABLE:** [Click here to register online.](#)

**ADD TO CALENDAR** **PRINT** **CLOSE**

6. It will show you a screen of information as well as the documents that you are requested to print and bring with you.

7. You will want to click "Continue" at the bottom:

**MVECA** **STUDENT** **FISCAL** **EMIS** **INFOHIO** **TECHNOLOGY** **HIGHER EDUCATION** **LOCAL GOVERNMENT** **LINKS**

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### SI Batch Scheduling Meeting for HS/MS

SI Batch Scheduling Meeting for HS/MS  
Contact: Lynda Sidell - sidell@mveca.org  
Event Date: 1/25/2017  
Location: Greene ESC Commons 3 & 4  
Registration Starts: Monday, December 5, 2016  
Registration Ends: Tuesday, January 24, 2017

REGISTRATION DETAILS:  
There will be a break for lunch from 12:00 pm - 1:00 pm.

We will be covering the chapter "Batch Scheduler" located in the Procedural and Step by Step Checklists.

Please be sure to print the chapter and bring it with you to the session.

This session is for any building that uses the Batch Scheduler (typically HS and some MS).

Before a school may begin \*any\* of the scheduling process, SYI must be completed by MVECA for their building.



Please be sure to print the following documents and bring them with you to the session:

1. [Preparation Before Batch Scheduling](#)
2. [Batch Scheduling Step by Step](#)



8. Fill in all fields as they are all required. Then click Continue.



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### SI Batch Scheduling Meeting for HS/MS

Please pre-register



First Name:   
Last Name:   
Email:

District

Building

Position/Title

**CONTINUE**

9. If all the information is correct, click "Confirm & Continue"

The screenshot shows the MVECA website interface. At the top, there is a logo for MVECA (Miami Valley Educational Computer Association) with contact information: Phone Number: (937) 767-1468, Fax Number: (937) 767-1793, and a link to the legacy site. A search bar and a notification bell are also present. Below the header is a dark blue navigation bar with menu items: MVECA, STUDENT, FISCAL, EMIS, INFOHIO, TECHNOLOGY, HIGHER EDUCATION, LOCAL GOVERNMENT, and LINKS. A 'QUICK LINKS' button is located on the right side of this bar. On the left, a sidebar menu is visible with 'MVECA' selected. The main content area is titled 'SI Batch Scheduling Meeting for HS/MS' and contains a 'Your Registration Confirmation' section. The registration details are as follows:

Name:	Lynda Sidell
Email:	sidell@mveca.org
District:	MVECA
Building:	MVECA
Position/Title:	Software Support

Below the registration details, there is a link: [See An Error? Click Here To Make Changes To The Above Details.](#) At the bottom of the confirmation section is a button labeled 'CONFIRM & CONTINUE'. Red arrows in the image point to the 'Support', 'Resources', 'Student', and 'EMIS Reports' menu items in the sidebar, and the 'CONFIRM & CONTINUE' button.

Once you complete this final step you will receive a confirmation email.