

The Minnesota Quality Improvement & Registry Tool

7.0 Search & Register for Training Events

Anyone can search for events in Develop. To register, you need an Individual Account in Develop. You can search by the **Training Calendar**, **Course Catalog** or by **Trainer**.

The training in Develop is set up in **Courses** and **Events**:
Courses are content; theory, knowledge, and/or skills
Events are the instances of a course

1. Go to www.developtoolmn.org. Click on **Login** and go to **Search for Training**, located on the **Find Training Tab**.
2. From the **Training Calendar**, you can search by location, date or subject. You can also enter search criteria to find more specific events.
 - a. Keywords
 - b. City
 - c. County
 - d. Date range (the default “from” date is the current date)
 - e. Knowledge and Competency Framework (drop down)
 - f. Child Development Associate content (drop down)
 - g. Level (drop down)
 - h. Training Language (drop down)

The screenshot displays the 'Search for Training' page. At the top, there are two tabs: 'Find Training' (active) and 'Find Trainers'. Below the tabs is the heading 'Search for Training' and a sub-heading 'Find Achieve MNCPD approved trainings offered by Achieve MNCPD approved trainers that will count toward advancement on the Career Lattice. More Information'. There are two tabs: 'Training Calendar' (selected) and 'Course Catalog'. The search form includes the following fields:

- Keywords: A text input field.
- City: A text input field.
- County: A dropdown menu with the text '-- Select County --'.
- From Date: A text input field with the value '6/29/2018'.
- To Date: A text input field.
- Knowledge and Competency Framework Area: A dropdown menu with the value 'All'.

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3. You can specify the course type by checking or unchecking boxes:
 - a. Classroom
 - b. E-Learning
 - c. Web Based, Self-Paced
 - d. Web Based, with Scheduled Sessions

CDA Content Areas

All ▼

Level

All ▼

Training Language

All ▼

Include the following course types

Classroom

E-Learning

Web Based, Self-Paced

Web Based, with Scheduled Sessions

Locate Events
Reset Form

4. Enter your search criteria and click on **Locate Events**.
5. The search page will display the date, event ID, title, location, primary trainer, sponsor, registration, Knowledge and Competency Framework area, and Child Development Associate Content Area.

Date	Friday, July 6, 2018	EVENT ID: 206942
Title	5 Minutes Peace	
Hours	Hours: 2.00	
Level	Level of Training: Level 1 - Explores	
Location	Primary Trainer Nicole Bensontest	
Registration	Sponsor Think Small (Child Care Aware of MN-Metro District/Region 11: Hennepin & Ramsey Counties)	
Event Fee	Free Event	Knowledge and Competency Framework Area(s)
Required?	No	VI: Professionalism
Contact	Robyn Wintertest web site	CDA Content Areas
		Maintaining Professionalism
		Add to My Saved Events

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6. When you click on the title of the event, you will see a more detailed description. Click on **Go Back** to return to the list.

[Go Back](#)

Event Details

5 Minutes Peace EVENT ID: 206942
LEVEL 1 - EXPLORES

📅 Friday, July 6, 2018 🌱
(2.00 Hours)

Description COURSE ID 142929

Do you feel overwhelmed, your schedule overloaded? Do you every wish you had 5 minutes of peace? Join us for a fun filled 2 hour course of stress reduction where you can learn strategies for managing your current life stresses.

Prerequisites

No prerequisites required for participants. Course is ideal for educators who wish to reduce stress and manage work-related stress.

Learning Objectives

Participant will investigate common sources of stress.
Participant will identify and discuss the symptoms of stress.
Participant will explore strategies for stress management.
Participant will develop stress management goal.

7. Also on this page are **Registration** and **Contact Information**. These areas will list any fees for the event, and who to contact to register.

Location
Some Fancy place no one knows about
123 Some St
Rochester, MN 55901
County Olmsted

Hours/Credits/CEUs
2.00 Hours

Registration

Event Fee	Free Event
Required?	No

[Add to My Saved Events](#)

Contact
Robyn Wintertest (Email)
Think Small (Child Care Aware of MN-Metro District/Region 11: Hennepin & Ramsey Counties)
10 Yorkton Court
Saint Paul, MN 55117
Fax (651) 645-0990
<http://www.thinksmall.org>

Level of Training
Level 1 - Explores

Course Type
Approved clock hour course

Category
Early Childhood

Applies Toward
General Course

Knowledge and Competency Framework Area(s)
VI: Professionalism (2 Hours)

Trainers

8. If online registration is available for an event, it will be listed in the lower right hand corner of the details screen:

[Add to My Saved Events](#) [Register Online](#)

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Or on the details page:

Registration	
Event Fee	Free Event
Register By	10/30/2019
Required?	Yes

How to Register Online (if applicable)

1. Click on the **Register Online**. Next, log in to your Develop account with your email address and password. (If you aren't logged in.)
2. If your Organization Profile is linked to your Individual Account, you will have the option to **Register Myself** or to **Register Staff**.

Event Registration	
Course 201 7-27-2016	
EVENT ID: 206793 LEVEL 1 - EXPLORES	
Self Paced Training (Available Sunday, October 30, 2016 - Wednesday, October 30, 2019)	
<input type="button" value="view full event details"/>	
Location	Sponsor
Web Based http://www.google.com	Anti-Defamation League
Registration	Delivery Methods
Event Fee: Free Event	None Specified
Register By: 10/30/2019	
Required?: Yes	Assessment of Learning
	None Specified
<input checked="" type="radio"/> Register Myself	<input type="radio"/> Register Staff

3. When you choose **Register Staff**, you have a list of users you can add to the training.

Please Note: Only users with Individual Memberships and your Organization listed as their employer, can be added.

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Register Myself Register Staff

Add Staff to Event

Id	Organization	Name	Title	Email	Register
4652	100 Acre Wood	Abditest, Roberta	Teacher	Roberta.Abditest@email.com	<input type="checkbox"/>
1969	100 Acre Wood	Abearstest, Amy	Assistant Director	developtoolmnuat+amy@gmail.com	<input type="checkbox"/>
51313	100 Acre Wood	Adamstest, Stephanie	Teacher	Stephanie.Adamstest@email.com	<input type="checkbox"/>
80284	100 Acre Wood	Manalow, Berry	Education Coordinator	manalowberry@gmail.com	<input type="checkbox"/>
45986	100 Acre Wood	Pricetest, Colleen	Teacher	Colleen.Pricetest@gmail.com	<input type="checkbox"/>
80222	100 Acre Wood	Robin, Christopher	Director	toohotinwa@yahoo.com	<input type="checkbox"/>

[Register Staff](#)

- For each staff person you register, you will need to verify their details. When finished, click on **Next Staff**. Click **Continue** when finished adding staff.

Staff 1 of 2

Attendee Details

Please review your attendee details.

Attendee Stephanie Adamstest

Individual ID 51313

Zip 55407

Email Address Stephanie.Adamstest@email.com

Primary phone number (651) 769-7201

Secondary phone number (651) 769-7201

[Next Staff](#)

[Next Staff](#)

- The event **Registration Summary** page will show who is registered and the cost. Payments can only be made by credit card.

Event Registration

Course 201 7-27-2016

Self Paced Training
(Available Sunday, October 30, 2016 - Wednesday, October 30, 2019)

EVENT ID: 206793
LEVEL 1 - EXPLORES

[view full event details](#)

Registration Summary

Stephanie Adamstest	edit delete
Roberta Abditest	edit delete

Total: --

Select Payment Option

Different payment options may affect how this registration is completed.

Pay Online/Credit Card

Paying online enables the ability to purchase multiple event registrations in a single transaction.

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6. Once you agree to the Terms and Conditions, click on **Complete Registration**.

Terms and Conditions

1. Acceptance of Terms

The Registry, Inc. (under contract with the Minnesota Department of Human Services to provide software as a service) provides this Registration Module to you subject to the following Terms of Service (TOS). In order to use this online service, you must agree to the TOS. We may amend these terms at any time by posting the amended terms on this site. Amendments are effective 7 days after posting. These terms apply to both event organizers who use our services and event attendees who register using our services.

I agree to the registration terms and conditions

[Complete Registration](#)

Please note: Items added to **My Saved Events** will only be kept for five (5) days. This can change based on what device or a browser you are using. Items added to **My Cart** will be kept for an indefinite number of days.

DEVELOP HELPDESK

833-605-6938 § support@develophelp.zendesk.com

Available by phone Monday through Thursday from 7:30 a.m. to 4:30 p.m., and Friday from 7:30 a.m. to 12:30 p.m.

For assistance in Hmong, Somali or Spanish, contact the Language Access Line provided through Child Care Aware of Minnesota.

- 888-291-9811
- 651-655-0150