Agriculture and Forestry

Registration and Approvals Training Manual GINA

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INTRODUCTION

The *Registration* menu allows you to process pre-registrations and registrations. A **pre-registration** is a registration that has been entered but not submitted yet. Once the pre-registration is submitted it becomes a registration. School, division and regional coordinators and Green Certificate program administrators have access to this functionality.

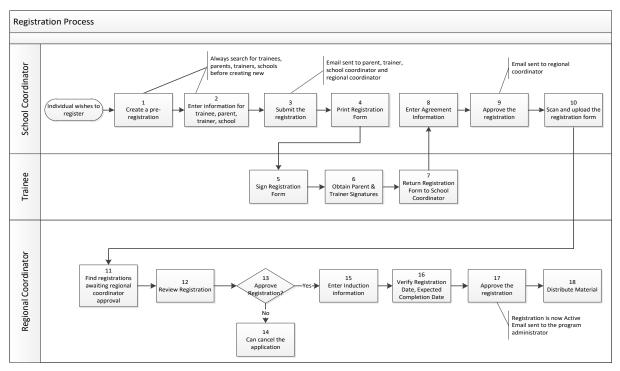
Alberta	Agriculture a Rural Develo	and opment					
Home Persons	Schools / Divisions	Campaigns	Registrations	Testing	Withdrawals / Terminations	Reports	System
Pre-register Precess Pre-registration		t an activity	/ from the lef	t.			
 Pre-register Process Pre-registratio Process School Approv 	ins	t an activity	/ from the lef	ït.			
 Process Pre-registratio 	vals	t an activity	/ from the lef	īt.			

- The *Pre-register* activity allows you to create a new pre-registration for a trainee.
- The *Process Pre-registrations* allows you to edit an existing pre-registration.
- **Process School Approvals** allows you to enter approval information for registrations with a status of Pending School Approval.
- **Process Regional Approvals** allows a regional coordinator to enter approval information for registrations with a status of Pending Regional Approval.
- The *Maintain Registrations* activity allows you to search for registrations.



Registration Business Process

The registration process shown below describes the 'happy path' that a registration follows from initial entry to becoming active. The 'happy path' is the sequence of activities when everything goes as expected and there are no errors or exceptions.





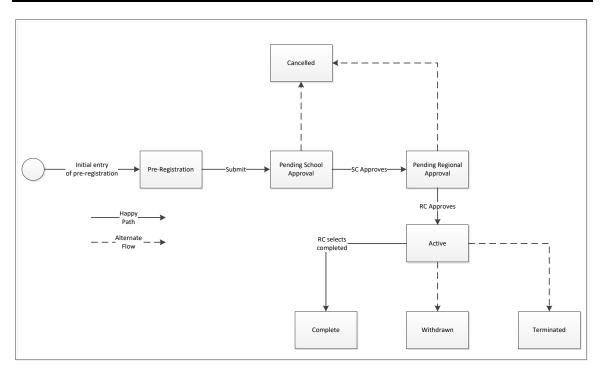
Registration Status Flow

The status diagram below shows how a registration moves from one status to another within GINA. Registrations start with a status of Pre-registration and when they are submitted the status changes to Pending School Approval. It appears on the dashboard of the school coordinator linked to the registration. When the school coordinator approves the registration the status changes to Pending Regional Approval. It then appears on the dashboard of the regional coordinator linked to the registration. When the regional coordinator linked to the registration. When the regional coordinator linked to the registration.

Prior to the registration being made active it can be cancelled. Once the registration is active it can be completed, withdrawn or terminated.

<u>Special Note</u> – Although registrations are made active via the Regional Coordinator's approval, the invoicing workflow requires that the registration has received the Financial Coordinator's approval for invoicing, prior to treating the registration as truly an active registration. In other words, if the registration has not yet been approved for invoicing, invoicing reports/processes do not consider the registration to be completely active.







Data Entry & Searching

The GINA methodology is "Enter Once, Use Many Times".

Information is entered into GINA once and then can be used multiple times and in multiple ways. For this reason it's very important that you search for information before you create new information. Searching will reduce the duplicate information in GINA, provide for more efficient processes and ensure more accurate reporting. By searching first it will lessen the time required to enter the information if it is already there. Let's look at an example:

Trainee and Registration information:

- Joe Smith would like to register for the Field Crop program.
- The school coordinator will create a pre-registration and will search to see if Joe Smith already exists in GINA.
 - If he does then his personal information will be confirmed and updated as needed. There is no need to type it in all over again.
 - o If he does not exist the school coordinator will enter the personal information for Joe.
- Now the Field Crop pre-registration and personal information for Joe are linked in GINA.
- When a test period is coming up the regional coordinator will search for registrations for that test.
 - The regional coordinator can include the existing registration for Joe in the test.
- Joe attends the test and his marks are given to the regional coordinator.



- The regional coordinator will search for Joe's registration and add the marks to that existing registration for the specific test.
- The regional coordinator now needs to send an email to all active Field Crop trainees.
 - The coordinator can search for the active Field Crop registrations and Joe will be included in the list.
 - The coordinator can implement a campaign to send an email directed to these specific trainees.
- Next year Joe decides he would like to register for the Irrigated Crop program.
 - The school coordinator will create a new pre-registration and search for Joe's personal information. It will be found and linked to the new Irrigated Crop registration. Joe's personal information can be updated but should not be created again.

The registration is the entity that gives you a complete picture of Joe in the Field Crop program. From that registration you can see the trainee, parent, trainer and school information; you can see when he started in the program; you can see the test marks, when he tested and who the tester was; you can see when he completed the program. All of this information is linked to the single Field Crop registration for Joe Smith. The same is true for the Irrigated Crop registration for Joe.

Email Address

Email addresses for people within GINA are not required. If they are entered they must be unique. For example, the same email cannot be added to a trainee and a parent. In this scenarioit is recommended to put the email on the trainee. You can see a warning message on screen if the person does not have an email address.

GINA will send out several emails as a registration is moved through its natural lifecycle. If a person does not have an email address then the email will not be sent.



Figure 3: Email Warning Message



ENTER A PRE-REGISTRATION

Pre-registrations are entered by the school or regional coordinator, on behalf of the trainee. You can click *Save* at any time and return later to finish entering the information. If you close the screen or log out any information that has not been saved is lost.

1. Click the *Registration* menu and the *Pre-register* activity to enter a new pre-registration.

A	berta	Agriculture a	and opment					
Home	Persons	Schools / Divisions	Campaigns	Registrations	Testing	Withdrawals / Terminations	Reports	Syster
Pre-reg	ister	Selec	t an activity	/ from the let	ft.			

 A new registration form is displayed. The *Status* is initially set to Pre-Registration. The *Registration ID, Registration Date* and *Completion Date* are set by the system. These fields are read only.

Home Persons Schools	Divisions Campaigns Reg	gistrations Testing	g Withdrawals	/ Terminatio	ns Repor	ts Syste	m		
> Pre-register	Registration Form								
Process Pre-registrations Process School Approvals Process Regional Approvals	Registration ID	Status	Pre-Regist	ration		Registra	ation Date		
Maintain Registrations	Completion Date								
	Trainee Search								Search Tra
	Email Address				First	Name *			
	Last Name *					Town			
	Trainee Info								
	First Name *		Last	Name *					
	Address Line 1								
	City / Town						Region		
	Primary Phone								
	Birth Date				Grade	1	~	Gender	- Select Ger
	Specialty *	- Select Specialt	/	~		Level *			
	Target Start	Select Term	~		Target Sta	rt Year *			

The form is broken in to sections that will be described below.



Trainee Information

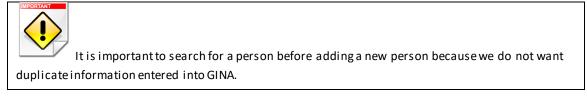
1. Click Search Trainee to find the trainee. The Select Person popup is displayed.

Stakeholder Types -	Last Name	First Name	Select Town/City 🔽
Last Name	Middle Initial	First Name	Town
တ် Refresh	I < Page	1 of 0 >> >= 25 V	No records to view
	✓ Select	+ Add 🕑 Edit	

2. The default search is for Contact Stakeholders. Enter a Last Name, First Name and/or Town to narrow the search. Click *Search* to run the search.

Select Person					
Stakeholder Types 🕶	charles	First Name	Select Town/City	~	٩

 The results are displayed. If the trainee is not found then you can create the trainee by clicking *Add*. You must search for the person before the *Add* button is enabled. See the Maintain Person training manual for information about adding people.





Stakeholder Types -	charles	First Name	Select Town/City 🔽
Last Name	Middle Initial	First Name	Town
Charles	VA	Bob	St. Paul
Charles	VA	Nick	St. Paul
Charles	VA	Nora	St. Paul

4. Click the row for the appropriate trainee and it is highlighted in yellow. Click *Select*.

Stakeholder Types -	charles	First Name	Select Town/City	\sim
Last Name	Middle Initial	First Name	Town	
Charles	VA	Bob	St. Paul	
Charles	VA	Nick	St. Paul	
Charles	VA	Nora	St. Paul	



5. The *Select Person* popup closes and the selected trainee information is displayed on the registration form.

Registration ID	Status	Pre-Registration		Registra	tion Date		
Completion Date							
Trainee Search							Search Trainee
Email Address	noracharles@ard.	com	Firs	t Name *	Nora		
Last Name *	Charles		1	Town	St. Pau	ıl	
Trainee Info First Name *	Nora	Last Name	* Charle	s			
	Nora Box 555	Last Name	* Charle	S			
First Name *		Last Name	* Charle	S	Region	Northeas	st
First Name * Address Line 1	Box 555	Last Name	* Charle	S	Region	Northeas	st
First Name * Address Line 1 City / Town	Box 555 St. Paul	Last Name	Grade	s	Region	Northeas	st Female
First Name * Address Line 1 City / Town Primary Phone	Box 555 St. Paul 780-555-8965	m					

6. Fill out the remaining Trainee information. Select the *Specialty, Level, Target Start Term* (Fall, Winter or Summer term in which the trainee will start training) and enter the *Target Start Year*.

Parent Information

1. Click *Search Parent* to find the parent.

First Name	Last Name	City/Town	
First Name	Last Name	City/Town	

2. The Select Person popup is displayed. Enter search criteria and click Search.

Select Person				
Stakeholder Types 🗸	charles	First Name	Select Town/City	



3. The results are displayed. Click the row for the appropriate parent and it is highlighted in yellow. Click *Select*. If the parent is not found then you can create the parent by clicking *Add*.

Stakeholder Types -	charles	First Name	- Select Town/City	\checkmark
Last Name	Middle Initial	First Name	To	own
Charles	VA	Bob	St. Paul	
Charles	VA	Nick	St. Paul	
Charles	VA	Nora	St. Paul	
φ Refresh	ia <a pag<="" td=""><td>e 1 of 1 ⇒> ⊨ 25 💌</td><td></td><td>View 1 - 3 (</td>	e 1 of 1 ⇒> ⊨ 25 💌		View 1 - 3 (

4. The *Select Person* popup closes and the selected parent information is displayed on the registration form.

ent Information					Search Parent	Remove Parel
First Name	Bob	Last Name	Charles	Town	St. Paul	
	Parent is Prin	nary Trainer?				

Primary Trainer Information

The primary trainer is the person responsible for teaching the trainee. The primary trainer could be the parent or another individual.

1. If the parent is the trainer then click *Parent is Primary Trainer* and the parent details are displayed in the primary trainer information section.



arent Information					Search Parent	Remove Parent
First Name	Bob	Last Name	Charles	Town	St. Paul	
	Parent is Prin	nary Trainer?				
rimary Trainer Inforr	nation				Search Trainer	RemoveTrainer
First Name	Bob	Last Name	Charles	Town	St. Paul	
arm / Business Name						
Address Line 1	Box 555					
City / Town	St. Paul Region			Region	Northeast	
Primary Phone	780-555-4125					
	Trainer's Addre	ess is Physical Training Sit	e?			

2. If the parent is not the primary trainer then click *Search Trainer*.

First Name	Last Name	Primary Phone		
First Name Last Name		Primary Phone		
Farm/Business Name				
Farm/Business Name				
Address Line 1		City/Town	Region	
Address Line 1		City/Town	Region	

3. The *Select Person* popup is displayed. Enter search criteria and click *Search*.

Se	elect Person					
[Stakeholder Types 🕶	walsh	First Name	Select Town/City	~	٩

4. The results are displayed. Click the row for the appropriate trainer and it is highlighted in yellow. Click *Select*. If the trainer is not found then you can create the trainer by clicking *Add*.



	walsh	First Name	Select Town/City	Q
Last Name	Middle Initial	First Name	Town	
Walsh	VA	Rob	Elk Point	
ф Refresh	re « Pac	ge 1 of 1 🕨 🖛 25 💌		v 1 - 1 of 1

5. The *Select Person* popup closes and the selected primary trainer information is displayed on the registration form.

Parent Information					Search Parent	Remove Parent
First Name	Bob	Last Name	Charles	Town	St. Paul	
	Parent is Primary	Trainer?				
Primary Trainer Inform	nation				Search Trainer	RemoveTrainer
First Name	Rob	Last Name	Walsh	Town	Elk Point	
Farm / Business Name						
Address Line 1	Box 555					
City / Town	Elk Point			Region	Northeast	
Primary Phone	780-555-6589					
	Trainer's Address is	s Physical Training Site	??			



Enter Training Site Information

The training site is where the actual training takes place. It can be either the address of the primary trainer or a different physical site.

1. If the site is the same as the trainer's address then click *Trainer's Address is the Physical Training Site*.

Primary Trainer Info	mation			Search Trainer	RemoveTrainer
First Name	Rob	ast Name Wa	Ish Town	Elk Point	
Farm / Business Name					
Address Line 1	Box 555				
City / Town	Elk Point		Region	Northeast	
Primary Phone	780-555-6589				
	Trainer's Address is Physical	I Training Site?			

2. If the site is not the same as the trainer's address then click Search Site.

ite Information		Search Site Remove Site
Site Name	City/Town	
Willowby Farms	St. Brides	

3. The *Select Site* popup is displayed. Enter search criteria and click *Search*.

Select Site				
Select Region	willow%	Select Town/City	V	۹

4. The results are displayed. Click the row for the appropriate site and it is highlighted in yellow. Click *Select*. If the trainer's site is not found then you can create the site by clicking *Add*.



Select Region willows	6	Select Town/City	∨ Q
Name		Town	
Willow Acres	Cochra	ne	
Willowby Farms	St. Bri	des	

5. The *Select Site* popup closes and the selected trainer site is displayed on the registration form.

Primary Trainer Inform	mation					Search Trainer	RemoveTrainer
First Name	Rob	Last Name	Walsh	То	wn	Elk Point	
Farm / Business Name							
Address Line 1	Box 555						
City / Town	Elk Point			Reg	ion	Northeast	
Primary Phone	780-555-6589						
	Trainer's Address	is Physical Training Si	te?				
Site Information						Search Site	Remove Site
Site Name	Willowby Farms			Town	t. Brides	5	



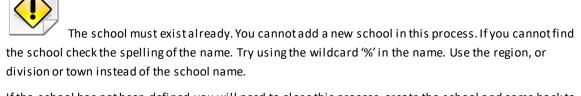
Alternate Contact

An alternate contact (secondary contact for the registration) is optional. An alternate contact for the registration can be entered by clicking *Search Alternate Contact*.

Alternate Contact		Search Alternate Contact Remove Alternate Contact
First Name	Last Name	Town

School Information

A school must be linked to a pre-registration so the system knows which school the trainee is attending.



If the school has not been defined you will need to close this process, create the school and come back to enter the pre-registration.

1. Click Search School to find the school that the trainee is attending.

School		Search School Remove School
School Name	Town	

2. The *Select School* popup is displayed. Enter search criteria and click *Search*.

Select School				
Select Region	Select School Division 🔽	St paul	Select Town	٩

3. The results are displayed. Click the row for the appropriate school and it is highlighted in yellow. Click *Select*.



Select Region	Select School Division 🔽	St paul	Select To	Q Q
Name		School Division		
St Paul Regional High School		St. Paul Education Regional Division 1		
ဖု Refresh	Page 1	of 1 🕨 🔤 25 🔽		View 1 - 1 of 1

4. The *Select School* popup closes and the selected school is displayed on the registration form. The primary school coordinator for the selected school is also shown.

School					Search School Remove School
School Name	St Paul Regional H	igh School	Town	St. Paul	
School Coordinator Ir	nformation				Search School Coordinator
First Name	Nick	Last Name	Charles	Town	St. Paul

Change the School Coordinator for the Pre-registration

When a school is selected the primary school coordinator is displayed on the registration form. You can optionally change the school coordinator. If the school has more than one Green Certificate coordinator you can choose one other than the primary coordinator.

1. Click Search School Coordinator to change the coordinator for this pre-registration.



School Coordinator Int	formation				Search School Coordinator
First Name	Nick	Last Name	Charles	Town	St. Paul

2. The *Select Person* popup is displayed. Enter search criteria and click *Search*.

elect Person			
Stakeholder Types 🗸	Last Name	First Name	Select Town/City
School Coordinator	Middle Initial	First Name	Town

3. The results are displayed. Only persons with the role of School Coordinator at the school linked to the pre-registration are returned. Click the row for the appropriate school coordinator and it is highlighted in yellow. Click *Select*. If the school coordinator is not found then you can create the person by clicking *Add*.

Stakeholder Types -	Last Name	First Name	Select Town/City	٩
Last Name	Middle Initia	al First Name	e Town	
Charles	VA	Nick	St. Paul	
Wentworth	VA	Fred	St. Brides	

4. The *Select Person* popup closes and the selected school coordinator is displayed on the registration form.



chool					Search School Remove School
School Name	St Paul Regional Hig	gh School	Town	St. Paul	I
chool Coordinator II	formation				Search School Coordinato

Submit a Pre-registration

A pre-registration can be submitted by clicking *Submit* at the bottom on the registration form. The information entered is validated by GINA first and if all information is correct the pre-registration is automatically submitted and the status changed to Pending School Approval.

Submit Save OClose		
	✓ Submit ✓ Save Ø Close	Submit

An email and notification are sent to the school coordinator and to the regional coordinator. An email is sent to the parent and the trainer if they have an email address.



PROCESS PRE-REGISTRATIONS

A pre-registration can be saved without all of the data filled in and without being submitted. The school coordinator can return to it at a later time to complete the data entry.

You can see pre-registrations that you created. School coordinators can see pre-registrations that are linked to their school. Regional coordinators can see all pre-registrations.

1. Click *Process Pre-registrations* and a list of all pre-registrations that you have access to is displayed.

	Pre-registration S	Search				
Process Pre-registrations	Out-of Device	1200	- Select School -			
Process School Approvals	- Select Region	~	- Select School -	~	- Select Spec	tialty
Process Regional Approvals	First Name		Last Name		- Select Town	n/City 🔽 🔍
Maintain Registrations	FIISLINGING		Last Name		- Select Town	n/City 🔽
	School	Specialty	Status	Full Name	Town	Registration Date
		Cow-Calf Beef	Pre-Registration	Nora VA . Charles	St. Paul	
		Swine Farrow to Finish	Pre-Registration	Joseph VA . Anderson	St. Paul	
	φ Refresh		i Page 1	of 1 🔛 🖬 25 💌		View 1 - 2 of 2

- 2. Select the pre-registration and click *Edit* to continue entering the pre-registration for the trainee.
- 3. A new pre-registration can be created by clicking *Add*. It is important to search first so duplicates are not created.



UPLOAD A DOCUMENT

Documents can be uploaded and attached to a specific registration. Examples of this include:

- Scanning the signed registration form and uploading
- Letters or formal communication with the trainee
- A copy of the trainee's certification

School coordinators, regional coordinators and program administrators can upload a document to a registration and view the document. Files cannot be deleted once they are attached and saved to the registration.

- 1. Search for and edit the registration.
- 2. Click Add Files to upload a new file to this registration.

Uploaded Files		Add Files
	No files have been uploaded.	

3. The *Upload Attachments* popup is displayed. The file names and acceptable file types are explained in the popup.

Click *Choose File* to find the file to upload.

📅 Green Certificate Information Network Application - Google Chrome		
https://uatvweb.aguat.gov.ab.ca/gina/ii/registration/addFilePopup		
Upload Attachments		
Select the file you would like to upload below. Click the Upload button to upload your file. Please wait until upload is complete be attempting to do anything else within the website.	fore	
Filenames may contain alphanumeric characters including spaces, underscores, hyphens/dashes, parentheses and cannot excert characters in length. The following file types are accepted: doc, docx, x/s, x/sx, jpg, jpeg, pdf, txt, png, gif, bmp, csv, zip	eed 255	
Attachment *		
Choose File No file chosen		
► Upload		



4. The *Open* popup is displayed. Find the file you want to upload and click *Open*.

Files must be uploaded one at a time. You cannot select more than one file.

Attachment *	💀 Open				×
Choose File No file chosen	🕞 🗇 📕 🕶 My Docum	ents 👻 GINA Registrations	• 65	Search GINA Registrat	ions 🛛 😥
	Organize 👻 New folder			355	• 🔳 🔞
► Upload	🙀 Favorites	Name *		Date modified	Туре
	Desktop Downloads	2 Kammermayer Registration Aug 2	8 2015	8/28/2015 8:05 AM	Adobe Acrobat
	Libraries Documents Music Pictures Videos				
	I♥ Computer 실실 Local Disk (C:) 모델 My Documents (X:)				
	🙀 Network	4			Þ
	File n	ame: Kammermayer Registration Au	28 201 💌	All Files	Cancel

5. The Open popup is closed and the file name is displayed on the Upload Attachments popup. Click *Upload* and wait for the popup to close.

🔤 Green Certificate Information Network Application - Google Chrome	0	
Attps://uatvweb.aguat.gov.ab.ca/gina/ii/registration/addFilePopup		
Upload Attachments		
Select the file you would like to upload below. Click the Upload button to upload your file. Please wait until upload is complete befor attempting to do anything else within the website.	e	
Filenames may contain alphanumeric characters including spaces, underscores, hyphens/dashes, parentheses and cannot exceed characters in length. The following file types are accepted: doc, docx, xis, xisx, jpg, jpeg, pdf, txt, png, gif, bmp, csv, zip	d 255	
Attachment * Choose File Kammermayer8 2015.pdf		
Upload		



6. The file is attached to the registration. Click *Save*. Files cannot be deleted once they are saved to the registration.

Jploaded Files		Add Files
File Name	Date Uploaded	
Kammermayer Registration Aug 28 2015.pdf	2015-09-03 10:02:50	Download File

7. To view an attached file click *Download File*.



PROCESS SCHOOL APPROVALS

Once a pre-registration has been submitted it must be approved by the school coordinator. The form must be printed and signed by the trainee, parent, trainer and school coordinator.

1. The school coordinator's home dashboard indicates if there are registrations to process. Click *Process School Approvals*.

Home	Persons	Schools /
 Home My Info Process 	s Pre-registra	tions (1)
1	School App	
 Process Request 	Withdrawal ts (1)	_

2. The *Pending School Approval Registrations Search* form is shown. The list of registrations requiring your review is displayed. Select the registration and it is highlighted in yellow. Click *Edit*.

Select Region	~	Select School	~	Select Special	ty 🔽
First Name		Last Name		Select Town/C	City 🔽
School	Specialty	Status	Full Name	Town	Registration Date
St Paul Regional High Sc	Cow-Calf Beef	Pending School Approval	Rhonda Smith	St. Paul	
St Paul Regional High Sc	Business of Agriculture	Pending School Approval	Rebecca Fung	Edmonton	
St Paul Regional High So	Cow-Calf Beef	Pending School Approval	Maria VA . Gonzalez	Two Hills	



3. The registration form is displayed and includes further school information is shown to you. This information is read only.

School Division Nan	ne	City/Town	
St. Paul Education Reg	ional Division 1	St. Paul]
Invoice Division?			
Entity to Invoice		City/Town	
St Paul Regional High	School	St. Paul	
			Search Entity to Invo
ntity to Invoice Informa	tion		Search Entity to invo
tity to Invoice Informa	tion		

4. At the bottom of the form is a section for School Coordinator Approval.

School Coordinator Approval	
Trainee Signature	Signature Date *
Parent Signature	Signature Date *
Trainer Signature	Signature Date *
School Coordinator Signature	Signature Date *
📥 Print Regi	istration Form A Email Signature Notification

5. Click *Print Registration Form*. A PDF is created and you have the option to open or save the file. Obtain the signatures of the trainee, parent and/or trainer. You must also sign the form. The signed paper form must be kept.

If required, you can click *Email Signature Notification* to email the parent and trainer, if they have an email address. This informs them that the trainee is registering, a printed form is coming home and they will need to sign it and return it to the school coordinator.



6. When signatures have been obtained click on the box next to the individual and enter the date of the signature. The school coordinator is validating that all parties have agreed to their role and responsibilities as outlined in the Green Certificate curriculum.

School Coordinator Approval	
✓ Trainee Signature	2015-05-07
□ Parent Signature	Signature Date
✓ Trainer Signature	2015-05-04
School Coordinator Signature	2015-05-07
🖨 Print Registration Fo	orm A Email Signature Notification

7. If the induction has occurred click *Induction Performed*, enter the *Induction Date* and select the *Training Material Version* (Green Certificate workbook).

Induction				
Induction Performed?				
Induction Date	i	Training Material Version	select document	~

8. To approve the registration click *School Coordinator Approved*. The registration status changes to Pending Regional Approval. The registration appears on the dashboard of the appropriate Regional Coordinator.

To cancel the registration click *School Coordinator Reject*. The registration status changes to Cancelled.

B School Coordinator Approved P School Coordinator Reject ✓ Save Ø Close				
	ら School Coordinator Approved	P School Coordinator Reject	✓ Save	O Close

An email and notification are sent to the regional coordinator when the regis tration is approved.



PROCESS REGIONAL APPROVALS

Once a registration has been approved by the school coordinator the regional coordinator must review and approve it.

1. The regional coordinator's home dashboard indicates if there are registrations to process. Click *Process Regional Approvals*.



2. The *Pending Regional Approval Registrations Search* form is shown. The list of registrations requiring your review is displayed. Select the registration and it is highlighted in yellow. Click *Edit*.

Select Region	~	Select School	\checkmark	- Select Specialt	y - 🔽
First Name		Last Name		Select Town/C	ity 🔽 🔍
School	Specialty	Status	Full Name	Town	Registration Date
Johny Bright School	Business of Agriculture	Pending Regional Approv	Rebecca Fung	Edmonton	
Johny Bright School	Equine	Pending Regional Approv	Rebecca Fung	Edmonton	
St Paul Regional High Sc	Cow-Calf Beef	Pending Regional Approv	Rebecca Fung	Edmonton	
St Paul Regional High Sc	Cow-Calf Beef	Pending Regional Approv	Maria VA . Gonzalez	Two Hills	



3. The registration form is displayed. At the bottom of the form is a section for Regional Coordinator Approval.

The *Registration Date* defaults to the current date. The *Target Completion Date* defaults to the current date plus 3 years. In accordance with Green Certificate policy the regional coordinator can adjust these dates as needed. Always verify these dates and change as needed.

Registration Dat	e 2015-05-12	i	Target Completion Date *	2017-05-12	=

4. If the induction information has not been entered you must enter it now.

TIP	You cannot approve the registration if the induction information has not been entered.

5. To approve the registration click *Regional Coordinator Approved*. The registration status changes to Active.

To cancel the registration click *Regional Coordinator Reject*. The registration status changes to Cancelled.



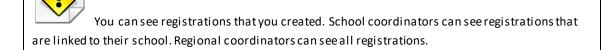
An email and notification are sent to the Program Administrator when the registration is approved.

The notification sent to the Program Administrator indicates that the invoicing workflow is now starting for the registration. The invoicing workflow ensures that the proper reviews and signing authorities are captured, prior to sending the data to the IMAGIS system (i.e. Government of Alberta Financial system) for the physical creation of a paper invoice to the school or school division.



MAINTAIN REGISTRATIONS

Registrations at any point in their life-cycle can be viewed and updated using the *Maintain Registrations* activity.



register cess Pre-registrations						
cess School Approvals	Select Region	\checkmark	Select School		- Select Spe	ecialty 🔽
cess Regional Approvals						
ntain Registrations	First Name		Last Name		- Select Tov	vn/City 🔽
	Active	v				
	School	Specialty	Status	Full Name	Town	Registration Date
	Johny Bright School	Business of Agriculture	Active	Nora VA . Charles	St. Paul	2015-05-08
	¢ Refresh		Page 1	of 1 ->> 25 💌	1	View 1 - 1

1. The default displays registrations with a status of Active that you have access to.

2. You can change the search criteria and click *Search* to find different registrations. The example below displays registrations at Johny Bright School where the registration status is withdrawn.



rocess Pre-registrations						
rocess School Approvals	Select Region	~	Johny Bright Sch	001	Select Spe	ecialty -
Process Regional Approvals						
Naintain Registrations	First Name		Last Name		Select Tov	vn/City
	Withdrawn	<u>م</u>				
	School	Specialty	Status	Full Name	Town	Registration Date
	Johny Bright School	Sheep	Withdrawn	TraineeMay08 DS . Train	Edmonton	2015-05-08
	Johny Bright School	Equine	Withdrawn	TraineeRejectRefundPA	Edmonton	2015-05-08
	Johny Bright School					
	Johny Bright School	Feedlot	Withdrawn	TraineeMay08Feedlot Tr	Edmonton	2015-05-08
	Johny Bright School	Feedlot	Withdrawn	TraineeMay08Feedlot Tr	Edmonton	2015-05-08

- 3. Select the appropriate row and it is highlighted in yellow. Click *Edit* to display the registration.
- 4. A new pre-registration can be created by clicking *Add*.