

OSPI Child Nutrition Services Information Sheet

Registering for Events with Multiple Sessions in PdEnroller

1. Sign into your pdEnroller Account. Each participant must register for the event using their [own pdEnroller account](#).
 - a. While there is an option to register more than one attendee with one account, **you will not be able to register each person for different sessions**. Due to this issue, we recommend each participant to register with their own account.
 - b. Create your [free pdEnroller account](#) if you do not have one already.
2. Select the link to the event you would like to register for (usually found in our weekly CNS Newsletter). You will be navigated to the event registration page.
 - a. Title of the training
 - b. Description of the training—will include registration instructions
 - c. Location of where the training will be held
 - d. Dates and Times of the training
 - e. Breakout sessions
 - f. Register Now button
 - g. Contact information for the training

The screenshot shows the PdEnroller interface for an event titled "Administer CACFP Like a Pro! Workshop - Olympia" on Thursday, October 20, 2022, from 9:30 AM to 4:00 PM. The page is divided into several sections:

- Presenters:** Samantha Brueske.
- Description:** This optional in-person training will be hosted around the state and training tracks will be conducted based on sponsor type (Multi-Site affiliated sponsors; Independent sponsors; At-Risk sponsors). Choose your track when registering by clicking on the check box to register for the session!
- Location:** Capital Region ESD 113 Region, 6005 Tye Dr SW Tumwater WA 98512.
- Dates:** All Sponsors - Meal Pattern Session, Thu, October 20 2022, 9:30 AM - 10:50 AM. Description: All Sponsors - Meal Pattern Session. Join us for an interactive session where we will review various meal pattern requirements!
- Breakout 1:** Thu, October 20 2022, 11:10 AM - 12:25 PM. Description: Affiliated / Multi-Site Sponsors - Staff Training. This session is for sponsors of Multiple Sites, during this time we will review staff training requirements so you can administer CACFP like a pro!
- Registration:** Event # 143894, Price Free, Registered 0 / 150, Registration Ends Thursday Oct 13, 2022 4:00 PM. A green "Register Now!" button is visible.
- Contacts:** Samantha Brueske, 3604855134, Child.Nutrition@k12.wa.us.
- Subjects:** STARS, Nutrition / Food Services.
- Audience:** Nutrition/Director.
- Other:** (Empty field).

Navigation buttons include "Attendee Page" and "Manage Event". The top navigation bar includes "Washington Office of Superintendent of PUBLIC INSTRUCTION OSPI", "Choose Region", "Clock Hours", "Admin", and "Sam".



3. Select the 'Register Now' button, you will be navigated to the registration page.
 - a. Verify your name is listed
 - b. Select 'Next Step', you will be navigated to the *Select Breakout Sessions* page

Washington Office of Superintendent of
PUBLIC INSTRUCTION OSPI Choose Region ▾

Clock Hours ▾ Admin ▾ Sam ▾

Register for Event

Administer CACFP Like a Pro! Workshop - Olympia
Sponsored by OSPI
Event #143894 Samantha Brueske

0 / 150 Registered

Dates

Attendees + Add + Register From File

Sam Brueske	samantha.brueske@k12.wa.us	Free	✕ Remove
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ⓘ Click 'Add Person' to include additional people on this registration. *You are responsible for payment for **all** people you register.*

Special Accommodations Policy
We strive to host inclusive, accessible events that enable all individuals, including individuals with disabilities, to engage fully. To request an accommodation, or for inquiries about accessibility, please contact the meeting organizer at the email or phone number shown. Requests should be made as soon as possible but at least seven business days prior to the event.

Please note that the Americans with Disabilities Act (ADA) does not require OSPI to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

< Catalog < Event Next Step >

4. Select Breakout Sessions as appropriate. Details about session selection will be included in the description of the training.
 - a. Select the sessions you wish to attend by clicking the check box next to the appropriate break out session.
 - b. Some trainings will have a breakout session where there is only one class option, you must select the check box next to that session if you wish to participate.
 - c. Select the arrow next to 'More' for a description of the session.
 - d. If the check box is grayed out, or you are not able to click it, you cannot register for that session.

Washington Office of Superintendent of PUBLIC INSTRUCTION OSPI Choose Region

Clock Hours Admin Sam

Select Breakout Sessions

Administer CACFP Like a Pro! Workshop - Olympia

Thu, October 20 2022

Sam Brueske

All Sponsors - Meal Pattern Session
Thu, October 20 2022 9:30 AM - 10:50 AM

Select 1

- All Sponsors - Meal Pattern Session
[More](#)
Join us for an interactive session where we will review various meal pattern requirements!

Breakout 1
Thu, October 20 2022 11:10 AM - 12:25 PM

Select 1

- Affiliated / Multi-Site Sponsors - Staff Training
[More](#)
- At-Risk Sponsors - Staff Training
[More](#)
- Independent Centers - Financial Management
[More](#)
This session is for sponsors of Independent Centers, during this time we will review fi requirements so you can administer CACFP like a pro!

Breakout 2
Thu, October 20 2022 1:30 PM - 2:45 PM

Select 1

- Affiliated / Multi-Site Sponsors - Financial Management
[More](#)
- At-Risk Sponsors - Financial Management

5. Select 'Save' at the bottom of the screen. You will be navigated to the *Confirmation* page.

Breakout 2
Thu, October 20 2022 1:30 PM - 2:45 PM

Select 1

- Affiliated / Multi-Site Sponsors - Financial Management
[More](#)
- At-Risk Sponsors - Financial Management
[More](#)
- Independent Centers - Staff Training
[More](#)

Networking/ Q&A
Thu, October 20 2022 3:00 PM - 4:00 PM

Select 1

- Affiliated/ Multi-Site Sponsors - Networking and Q&A
[More](#)
- At-Risk Sponsors - Networking and Q&A
[More](#)
This session is for sponsors of At, during this time you will be guided through a discussion on specific topics pertaining to the CACFP.
- Independent Centers - Networking and Q&A
[More](#)

[Save](#)

6. Confirmation Page—This page provides an overview of your registration; you will receive a confirmation email with details to the email address registered in pdEnroller.
 - a. Your registration number for the event
 - b. The date your registration was complete
 - c. Additional requests—OSPI Child Nutrition Services cannot provide meals as part of our trainings due to federal regulations, however if you have a personal request for physical accommodations, you may do so here or email the event contact.
 - d. The sessions you registered for
 - e. Special accommodations policy

Washington Office of Superintendent of PUBLIC INSTRUCTION OSPI Choose Region

Clock Hours Admin Sam

Registration #1280386 Confirmation

Registration #1280386 completed.

Registration #	Responsible Party	Registration Date
1280386	Sam Brueske	8/19/2022 10:34 AM

Administer CACFP Like a Pro! Workshop - Olympia

Event Id
#143894

Dates
Thu, October 20 2022

Administered By
OSPI

Presenters
Samantha Brueske

Capital Region ESD 113 Region
6005 Tye Dr SW
Tumwater WA 98512

[Attendee Page](#) [Select Sessions](#)

Sam Brueske
samantha.brueske@k12.wa.us

Active
Add Request

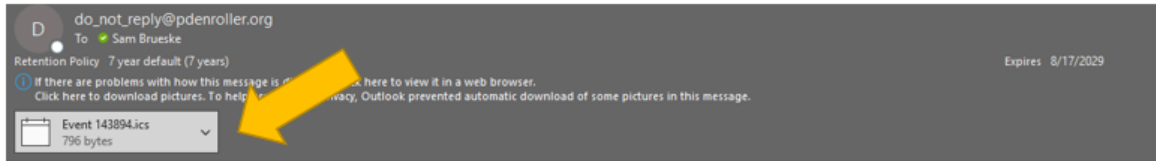
SESSIONS	DATE	TIME	SESSION
	Thu, October 20 2022	9:30 AM - 10:50 AM	All Sponsors - Meal Pattern Session
	Thu, October 20 2022	3:00 PM - 4:00 PM	At-Risk Sponsors - Networking and Q&A
	Thu, October 20 2022	11:10 AM - 12:25 PM	Independent Centers - Financial Management
	Thu, October 20 2022	1:30 PM - 2:45 PM	At-Risk Sponsors - Financial Management

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7. Registrants will receive a confirmation email with their selected sessions. Keep this email for your records.
 - a. Add the event to your calendar and set up a reminder for the training!
 - b. Sessions selected



pdEnroller

Registration # [1280386 \(View Online\)](#) Responsible Party: Sam Brueske

Administer CACFP Like a Pro! Workshop - Olympia

Event Id: #143894
 Dates: Thu, October 20 2022 9:30 AM - 4:00 PM
 Sponsor: OSPI
 Presenters: Samantha Brueske
 Contact / Registrar: Samantha Brueske
Child.Nutrition@k12.wa.us
 3604855134
 Location: Capital Region ESD 113 Region
 6005 Tye Dr SW
 Tumwater WA 98512

Sam Brueske
samantha.brueske@k12.wa.us

Status: Active

Sessions

Thu, October 20 2022 9:30 AM - 10:50 AM	All Sponsors - Meal Pattern Session
Thu, October 20 2022 3:00 PM - 4:00 PM	At-Risk Sponsors - Networking and Q&A
Thu, October 20 2022 11:10 AM - 12:25 PM	Independent Centers - Financial Management
Thu, October 20 2022 1:30 PM - 2:45 PM	At-Risk Sponsors - Financial Management

8. OSPI CNS will communicate reminders and updates regarding the training through the pdEnroller system – make sure the do_not_reply@pdenroller.org email address is on your safe senders list!
9. Changing or reviewing the sessions you registered for:
 - a. If you open your confirmation email, a list of your selected sessions can be found at the bottom of the email.
 - b. If you do not have your confirmation email, follow steps 1–4 in the [Updating Session Registration Info Sheet](#) to see the sessions you registered for!
 - c. Use the [Updating Session Registration Info Sheet](#) for instructions on changing your session registration.

Questions? Please email the [Child Nutrition Team inbox](#) with the training you need information for.