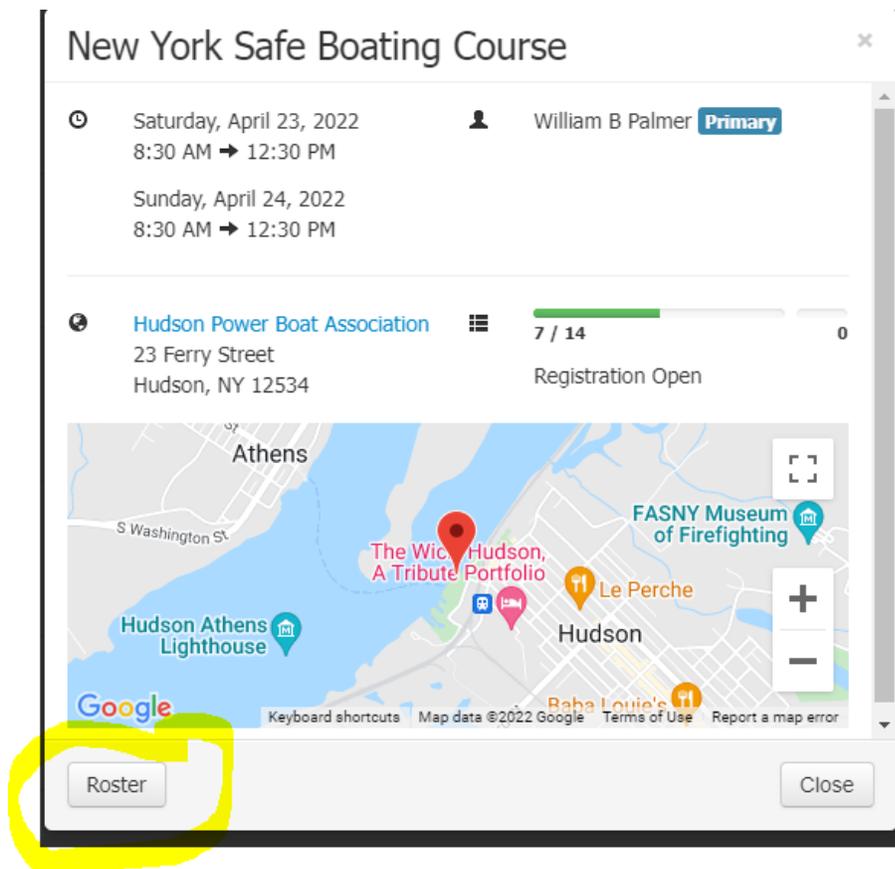




## HOW TO SEND LINKS FOR AN UNLISTED CLASS

- 1) Sign into your account at <https://my.register-ed.com/login/login>.
- 2) Click on the calendar icon. Locate the event for which you want to send a link.
- 3) Click on the event, and you will see the following pop-up. Click the “Roster” button in the bottom left-hand corner.



4) This will bring you to the full event details page. In the upper right-hand corner, you will see “Public View.” Click that.

Kalkomey Enterprises  
Event Manager

Acting as William Palmer  
Back to Admin | Log Out

Home Profile Events Locations Enrollments Results

Event Roster 7 / 14 0

Public View Download Print

178814 **Unlisted**

### New York Safe Boating Course

[Edit This Event](#) | [Unschedule & Remove](#)

Status: Registration Open

Location: Hudson Power Boat Association

Instructors: William Palmer (primary)

Schedule:

Saturday, April 23, 2022	8:30am - 12:30pm
Sunday, April 24, 2022	8:30am - 12:30pm

[Add Registration](#)

[Send Invitation](#)

[Add or Remove Instructors](#)

[Upload or Delete Files](#)

[Enter Results](#)

Last

First Name	MI	Suffix	City	State	Zip	Phone	DOB	Gender
------------	----	--------	------	-------	-----	-------	-----	--------

5) This will bring you to the event page. Copy the URL from the browser and send that in an email to whomever you need to register. They can use that link to register as many people as needed since unlisted events do not create one-time use registration links.

Event Roster | Event Manager x Event - New York Safe Boating Course x +

register-ed.com/events/view/178814

Apps Boating Instructor... Boating - NYS Parks... Log In | Event Mana... TRAINING\_EM1 New York State Par... CMS Section 508 Q...

Upcoming Events Already registered? Update registration Cancel

MANAGED AND APPROVED BY:  
New York State Office of Parks, Recreation, and Historical Preservation  
<https://parks.ny.gov/>

You're registering for:  
**New York Safe Boating Course**

Registration Open 7 of 14 seats remaining

Register Now

LOCATION & SCHEDULE

**Meeting on:**

Saturday, April 23, 2022	8:30am - 12:30pm
Sunday, April 24, 2022	8:30am - 12:30pm

**Located at:**  
Hudson Power Boat Association  
23 Ferry Street  
Hudson, NY 12534  
[Get directions](#)

**About the Location**  
Private Boat Club

DETAILS

**Cancellation Policies**  
You must cancel your registration before Friday, April 22, 2022, at 8:30am CDT.  
If you are no longer planning on attending this class, please cancel your registration so that those on the waiting list will have a chance to attend.



## HOW TO SUBMIT CLASS RESULTS

**\*\*DO NOT** mail your course paperwork to OPRHP until you have done this

- 1) Sign into your account at <https://my.register-ed.com/login/login>.
- 2) Click on the yellow notepad icon for My Event Results.

Logged in as **Rosaria DiSanto**  
Administration | Log Out

### Kalkomey Enterprises Event Manager

Home Profile Events Locations Enrollments Results

Welcome to Event Manager. Here you can set up your events, select event locations, view and print event rosters, input event results, and modify your profile.

Choose one of your upcoming events or choose an item from the menu below to get started.

**MY UPCOMING EVENTS**  
03/31/2022 [New York Safe Boating Course](#) NYS OPRHP

[Manage My Profile](#) [My Event Schedule](#) [Program Locations](#) [My Event Enrollments](#) [My Event Results](#)

[Download the user guide.](#)

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- 3) Click on the event from the list that you are submitting results for.

Logged in as **Rosaria DiSanto**  
Administration | Log Out

### Kalkomey Enterprises Event Manager

Home Profile Events Locations Enrollments Results

You must submit results for the following events. Click on an event to enter results.

ID	Status	Event Name	Location	Date and Time
174581	Active	New York Snowmobile Safety Course	Coxsackie Yacht Club	12/02/2021 at 09:15 AM
174909	Approved	New York Safe Boating Course	NYS OPRHP	01/02/2022 at 08:00 AM
174911	Approved	New York Safe Boating Course	NYS OPRHP	01/03/2022 at 08:00 AM
174910	Active	New York Safe Boating Course	NYS OPRHP	01/03/2022 at 08:00 AM
174903	Active	New York Safe Boating Course	NYS OPRHP	02/01/2022 at 08:00 AM
174929	Active	New York Safe Boating Course	NYS OPRHP	02/02/2022 at 01:00 PM
174908	Active	New York Safe Boating Course	NYS OPRHP	02/24/2022 at 08:00 AM
174954	Active	New York Safe Boating Course	NYS OPRHP	03/31/2022 at 01:00 PM

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4) Click on the Edit button in the Registration Results box

Logged in as **Rosaria DiSanto**  
[Administration](#) [Log Out](#)

Kalkomey Enterprises  
Event Manager

Home Profile Events Locations Enrollments Results

## Results

[Print Results](#)

174954  
**New York Safe Boating Course**

Location [NYS OPRHP](#)  
County [Onondaga](#)  
Instructors [Rosaria DiSanto \(primary\)](#) [Show all instructors](#)  
Schedule [Thursday, March 31, 2022](#) [1:00pm - 5:00pm](#)

[Add Registration](#)  
[Add or Remove Instructors](#)  
[Upload or Delete Files](#)  
[Go to Roster](#)

**Please complete the following information**

Registration Results

Incomplete

Edit

[Review](#)

You must complete all forms before submitting.

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5) Fill in the requested information for each student (highlighted in yellow). Do not forget to include the letter as part of the certificate number!

**Kaikomey Enterprises Event Manager**

Home Profile Events Locations Enrollments Results

## Results

Print Results

174954  
New York Safe Boating Course

Location: NYS OPRHP  
County: Onondaga  
Instructors: Rosaria DiSanto (primary) [Show all instructors](#)  
Schedule: Thursday, March 31, 2022 1:00pm - 5:00pm

[Add Registration](#)  
[Add or Remove Instructors](#)  
[Upload or Delete Files](#)  
[Go to Roster](#)

### Registration Results

**Boop, Betty** [Edit Registration](#) [Remove Registration](#)

Attended all class sessions? \* Yes  
Final Grade \*  
Course Result \* Pass  
Certification Number

**Sailor-Man, Popeye** [Edit Registration](#) [Remove Registration](#)

Attended all class sessions? \* Yes  
Final Grade \*  
Course Result \* Pass  
Certification Number

**Test, Ryan** [Edit Registration](#) [Remove Registration](#)

6) To add a walk-in student, select Add Registration in the upper right-hand corner (circled in green). Fill in the information from the student's test sheet.

7) To remove a student who registered, but did not attend the class, click Remove Registration next to their name (circled in red)

8) Once all information is entered, click the blue Save button at the bottom of the page.

174954

## New York Safe Boating Course

Location [NYS OPRHP](#)

County [Onondaga](#)

Instructors [Rosaria DiSanto \(primary\)](#) [Show all instructors](#)

Schedule [Thursday, March 31, 2022](#) [1:00pm - 5:00pm](#)

[Add Registration](#)

[Add or Remove Instructors](#)

[Upload or Delete Files](#)

[Go to Roster](#)

## Registration Results

### Boop, Betty

[Edit Registration](#) · [Remove Registration](#)

Attended all class sessions? \*

Final Grade \*

Course Result \*

Certification Number

### Sailor-Man, Popeye

[Edit Registration](#) · [Remove Registration](#)

Attended all class sessions? \*

Final Grade \*

Course Result \*

Certification Number

### Test, Ryan

[Edit Registration](#) · [Remove Registration](#)

Attended all class sessions? \*

Final Grade \*

Course Result \*

Certification Number

[Cancel](#)

[Save](#)

9) This will bring you back to the event's main Results page. Click the green Review button at the bottom of the page

Logged in as **Rosaria DiSanto**  
[Administration](#) | [Log Out](#)

# Kalkomey Enterprises Event Manager

Home Profile Events Locations Enrollments Results

## Results

[Print Results](#)

174954  
**New York Safe Boating Course**

Location **NYS OPRHP**  
County **Onondaga**  
Instructors **Rosaria DiSanto (primary)** [Show all instructors](#)  
Schedule **Thursday, March 31, 2022** 1:00pm - 5:00pm

[Add Registration](#)  
[Add or Remove Instructors](#)  
[Upload or Delete Files](#)  
[Go to Roster](#)

**Please complete the following information**

Registration Results  
**Complete!**  
[Edit](#)

[Review](#)

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10) Double check your entries for typos, then click the green Submit Results button at the bottom left of the page

**Kalkomey Enterprises Event Manager**

Logged in as **Rosaria DiSanto**  
[Administration](#) | [Log Out](#)

Home Profile Events Locations Enrollments Results

## Results

[Print Results](#)

174954  
**New York Safe Boating Course**

Location: **NYS OPRHP**  
County: **Onondaga**  
Instructors: **Rosaria DiSanto (primary)**  
Schedule: **Thursday, March 31, 2022 1:00pm - 5:00pm**

[Add Registration](#)  
[Add or Remove Instructors](#)  
[Upload or Delete Files](#)  
[Go to Roster](#)

### Review Results

#### Student Results

<b>Betty Boop</b>	Birth Date: 02/14/1944 Attended all class sessions?: Yes Final Grade: 100 Course Result: Pass Certification Number: z12345
<b>Popeye Sailor-Man</b>	Birth Date: 10/05/1960 Attended all class sessions?: Yes Final Grade: 88 Course Result: Pass Certification Number: y654321
<b>Ryan Test</b>	Birth Date: 02/02/2000 Attended all class sessions?: Yes Final Grade: 92 Course Result: Pass Certification Number: x456789

Student Totals	
90 - 100	2
80 - 89	1
70 - 79	0
60 - 69	0
50 - 59	0
40 - 49	0
30 - 39	0
20 - 29	0
10 - 19	0
0 - 9	0
<b>Registrations</b>	<b>3</b>

[Submit Results](#)  
These results cannot be submitted because the event has not ended yet.

[Go Back](#)

11) Once results are submitted, please mail all your paperwork to OPRHP.

Reminder – Please return any voided or destroyed forms, but you do not need to enter them in this system.