Registering Multiple Users

Requirements to Register Multiple Users

1. Create a DPI MyQuickReg profile/account for yourself, if you do not already have one.
2. Ask your staff to create DPI MyQuickReg accounts. Profiles can be set up here widpi.myquickreg.com/register/.

When users set up profiles, all users from your agency/district must select the same agency name in the Agency/Organization/School District dropdown.

Troubleshooting: If a user selected Individual/Parent/Other or selected a different agency name in the dropdown, the user will need to modify their DPI MyQuickReg profile to select the correct agency.

3. For you to register multiple participants, you must contact DPI and request MyQuickReg administrative privileges. Contact the School Nutrition Team at 608-266-3509, dpifns@dpi.wi.gov. You will receive an email or phone call when this is complete.

Check Your Staff Listing

When you have met all the requirements needed to register multiple users, you can confirm that you are able to complete your staff’s registrations.

If you plan to pay with a Credit Card, have your credit card information ready to enter.

1. Log in to your DPI myQuickReg account (widpi.myquickreg.com/register/).
2. Click Users, located in the upper right-hand corner of the welcome page.
3. Click *Search* to see all users linked to your district's/school's account.

4. A list of all names associated with your agency/district will be listed.

5. If your profile is the only name listed, confirm that you are listed as the Organization Administrator. If you are not listed as the organization administrator, contact the School Nutrition Team (608-267-9228, dpifns@dpi.wi.gov) to be given access.

6. If all staff you would like to register for an event is listed, you may proceed to registration.
Registration for Multiple Users

1. Log in to your myQuickReg account (widpi.myquickreg.com/register/).
2. Click All Events, located in the upper right-hand corner of the welcome page.
3. Navigate through the calendar and select the event.
4. Select Register Multiple Users for this Event.
5. All users associated with your account that have not previously registered for the event will be available to register. Select the names of the people to register and add them to the Selected box. This is done by either double clicking the names or selecting the name and clicking the Add button.

6. If needed, remove any names you do not want to register from the Selected list. Click the name and then click the Remove button.

7. Once all names are added, click Continue.
8. Complete the information fields for each registrant. You are able to see which user you are registering in two locations (highlighted in yellow).

9. After completing the information for a registrant, click Submit Registration.

10. If another user will be registered, you will complete steps 8 and 9 for each additional registrant.

11. Following registration of all participants, you will proceed to the payment screen.

12. Select your Payment By Personal or Organization.
13. If paying by check, select Check as the payment type, fill in the check number box, and push Submit.

Within 3 to 4 business days following submission of your registration, you will receive an email with your invoice and instructions for mailing your check to DPI. Checks should be mailed to WI Department of Public Instruction, Attn: Accounts Receivable, P.O. Box 7841, Madison, WI 53707-7841.

14. If paying with credit card, you must be ready to complete payment immediately following submission of your registration. To do this, select Personal or Organization and Credit Card then click Submit.

15. A pop-up box will ask you to complete your payment in a new window. Click ok.

![Make a Payment screenshot]

![Pop-up message]

widpi.myquickreg.com says
Attention: For Credit Card payments, you will complete the payment in a new window.

OK
16. Click *Submit Credit Card Payment*.

17. You will be redirected to the State of Wisconsin e-payment service. Complete the payment fields and press *Continue*. Review all of your payment information and click *Confirm*. This will complete your payment.