

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.

The screenshot shows a user registration form. At the top, there are fields for First Name (Billy) and Last Name (Jean). Below that is a field for Preferred Badge First Name. Underneath, there's a radio button for Active User (Yes). The next section, 'Work Information', has a title bar. In this section, there's a required field for Organization Type with a dropdown menu. The 'Agency/Organization/School District' option is selected. A red circle highlights the dropdown arrow. Below the dropdown, there's another radio button for Individual/Parent/Other. The entire 'Work Information' section is highlighted with a blue bar.

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.

The screenshot shows a search form titled 'Users'. It includes fields for 'Last Name' and 'First Name', a dropdown for 'Status' set to 'Only Active Users', and a link to '+ Filter by User Categories'. At the bottom are three buttons: 'Search' (circled in red), 'Build Mass Email', and 'Generate Avery 5160 Labels'.

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

The screenshot displays a table of 7 users. The columns are 'Name', 'Email', 'Organization', 'Active', and 'Org Admin'. The 'Org Admin' column for the last row ('Team Nutrition, Wisconsin') has a red circle around its value 'Yes'.

Name	Email	Organization	Active	Org Admin
Jean_Billy	Email	Wisconsin Team Nutrition	Yes	No
Jo_Bobby	Email	Wisconsin Team Nutrition	Yes	No
Kitchen_Test	Email	Wisconsin Team Nutrition	Yes	No
P_Laura	Email	Wisconsin Team Nutrition	Yes	No
Paella 2_Laura	Email	Wisconsin Team Nutrition	Yes	No
Q_Suzie	Email	Wisconsin Team Nutrition	Yes	No
Team Nutrition_Wisconsin	Email	Wisconsin Team Nutrition	Yes	Yes

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.

This screenshot shows the 'myQuickReg' interface with a similar search and user list structure to the previous one. The 'Org Admin' column for the last user ('Team Nutrition, Wisconsin') is circled in red.

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.

You are currently logged in as Wisconsin Team Nutrition (Wisconsin Team Nutrition) [Log Out](#) [Help](#)

All Events My Profile My Events Manage Events Users

myQuickReg® Login

Welcome, Wisconsin!

3. Navigate through the calendar and select the event.

All Events

month: June year: 2019 [ICAL](#) [RSS](#) [Advanced Search](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30 GED WISCAT 2019 Licensing						

4. Select Register Multiple Users for this Event.

Teaming Up to Increase Participation Workshop

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[Register for this Event](#) **Register Multiple Users for this Event** [Last Date to Register: 5/19/2019 11:59 PM](#)

Agency: Wisconsin Department of Public Instruction
Agency Contact: [Alicia Dill](#)
Agency Assistant: [Laura Paella](#) 6082679228
Location: Chula Vista Resort
1000 Chula Vista Parkway
Wisconsin Dells, WI 53965
Facility: Chula Vista Resort - Grand Ballroom
Date/Time: 6/19/2019 08:00 AM - 03:00 PM Event check in begins at 7:00am

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.

4 users found. To register a user, double click on the user's name. Click Continue at the bottom when you are finished.

Users:	Selected:
Jean, Billy - Wisconsin Team Nutrition Jo, Bobby - Wisconsin Team Nutrition Q, Suzie - Wisconsin Team Nutrition Team Nutrition, Wisconsin - Wisconsin Team Nutrition	

Add > **< Remove**

Continue >>

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*.

4 users found. To register a user, double click on the user's name. Click Continue at the bottom when you are finished.

Users:	Selected:
Team Nutrition, Wisconsin - Wisconsin Team Nutrition	Jean, Billy - Wisconsin Team Nutrition Jo, Bobby - Wisconsin Team Nutrition Q, Suzie - Wisconsin Team Nutrition

Add > **< Remove**

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).

Register for an Event
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User 1 of 3 - Jean, Billy

Event Title: Teaming Up to Increase Participation Workshop
Agency: Wisconsin Department of Public Instruction
Agency Contact: [Alicia Dill](#)
Agency Assistant: [Laura Paella](#)
Location: Chula Vista Resort
1000 Chula Vista Parkway
Wisconsin Dells, WI 53965
Facility: Chula Vista Resort - Grand Ballroom
Date/Time: 6/19/2019 08:00 AM - 03:00 PM Event check in begins at 7:00am

User: Jean, Billy
Event Regular Cost: \$30.00
Send confirmation to additional recipients:
(comma separated)
Notes:

Agency Code:

* School/District Name:

* Breakout Sessions
Select the two sessions you are most interested in attending. If you leave all three sessions checked, you will be randomly assigned to two of the sessions.

(2 required) Marketing Your Meals
 Meal Appeal
 Serving Up Success

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.

* School/District Name: Nutrition School District

* Breakout Sessions
Select the two sessions you are most interested in attending. If you leave all three sessions checked, you will be randomly assigned to two of the sessions.

(2 required) Marketing Your Meals
 Meal Appeal
 Serving Up Success

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*.

Make a Payment

Event Title: Teaming Up to Increase Participation Workshop
Agency: Wisconsin Department of Public Instruction
Location: Chula Vista Resort
1000 Chula Vista Parkway
Wisconsin Dells, WI 53965
Facility: Chula Vista Resort - Grand Ballroom
Date/Time: 6/19/2019 08:00 AM - 03:00 PM Event check in begins at 7:00am
Event Regular Cost: \$30.00
Payment Date: (m/d/yyyy)

Billing Organization: Wisconsin Team Nutrition
Payment By: Organization Personal

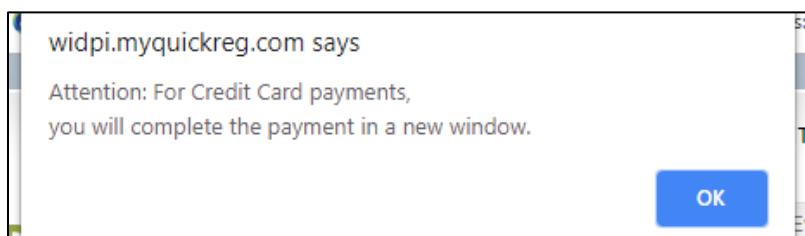
Payment Method: Check
Check #:
 Credit Card

Payment Notes:

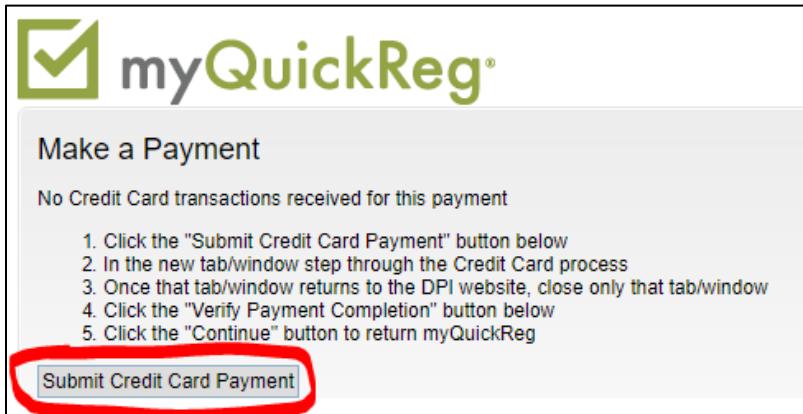
Select which registrations to apply this payment to:

Name	Organization	Discounts	Due	Payment	Balance	Apply	Amount
Jean, Billy	Wisconsin Team Nutrition		\$30.00		\$30.00	<input checked="" type="checkbox"/>	\$ 30.00
Jo, Bobby	Wisconsin Team Nutrition		\$30.00		\$30.00	<input checked="" type="checkbox"/>	\$ 30.00
Kitchen, Test	Wisconsin Team Nutrition	\$30.00	2/27/2019: \$30.00		\$0.00	<input checked="" type="checkbox"/>	\$ 30.00
P, Laura	Wisconsin Team Nutrition	\$30.00	2/27/2019: \$30.00		\$0.00	<input checked="" type="checkbox"/>	\$ 30.00
Paella 2, Laura	Wisconsin Team Nutrition	\$30.00	1/9/2019: \$30.00		\$0.00	<input checked="" type="checkbox"/>	\$ 30.00
Q, Suzie	Wisconsin Team Nutrition	\$30.00			\$30.00	<input checked="" type="checkbox"/>	\$ 30.00
Total: \$180.00							

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

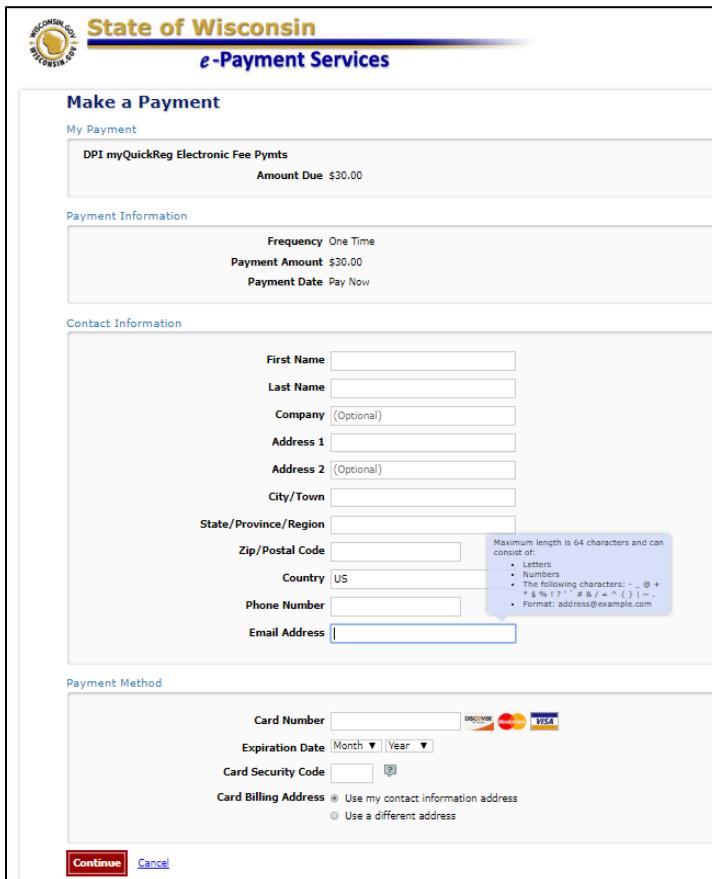


16. Click *Submit Credit Card Payment*.



The screenshot shows the myQuickReg "Make a Payment" interface. At the top, there is a green checkmark icon followed by the text "myQuickReg®". Below this, a heading says "Make a Payment" and a message states "No Credit Card transactions received for this payment". A numbered list provides instructions: 1. Click the "Submit Credit Card Payment" button below. 2. In the new tab/window step through the Credit Card process. 3. Once that tab/window returns to the DPI website, close only that tab/window. 4. Click the "Verify Payment Completion" button below. 5. Click the "Continue" button to return myQuickReg. A red oval highlights the "Submit Credit Card Payment" button.

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.



The screenshot shows the "e-Payment Services" page for the State of Wisconsin. The title bar includes the Wisconsin state seal and the text "State of Wisconsin e-Payment Services". The main form is titled "Make a Payment". It has sections for "My Payment" (listing "DPI myQuickReg Electronic Fee Pymts" and "Amount Due \$30.00"), "Payment Information" (Frequency: One Time, Payment Amount: \$30.00, Payment Date: Pay Now), and "Contact Information" (fields for First Name, Last Name, Company, Address 1, Address 2, City/Town, State/Province/Region, Zip/Postal Code, Country: US, Phone Number, Email Address). A tooltip for the Email Address field specifies a maximum length of 64 characters and allowed characters. The "Payment Method" section includes fields for Card Number, Expiration Date (Month and Year dropdowns), Card Security Code, and Card Billing Address (radio buttons for "Use my contact information address" or "Use a different address"). At the bottom are "Continue" and "Cancel" buttons.



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