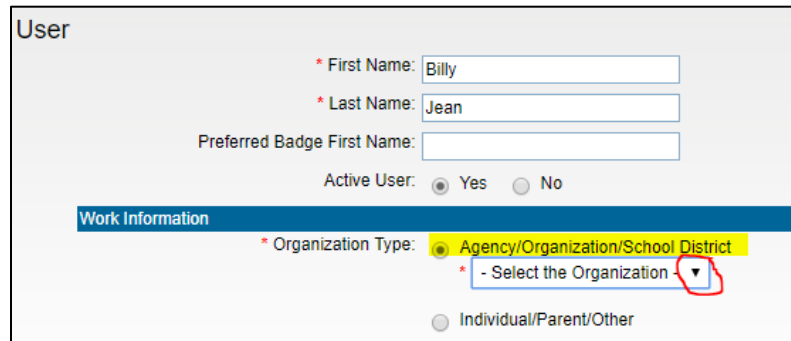


# Registering Multiple Users

## 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/](http://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 registration form titled "User". It includes fields for "First Name" (filled with "Billy"), "Last Name" (filled with "Jean"), and "Preferred Badge First Name". There are radio buttons for "Active User" (Yes/No). A blue bar labeled "Work Information" is present. Below it, the "Organization Type" dropdown is highlighted in yellow and shows "Agency/Organization/School District" selected. A red circle highlights the dropdown arrow. Below the dropdown are radio buttons for "Individual/Parent/Other".

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.

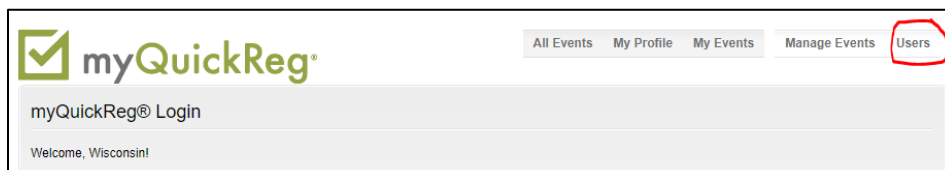
3. For you to register multiple participants, you must contact DPI and request MyQuickReg administrative privileges. Contact the School Nutrition Team at 608-266-3509, [dpifns@dpi.wi.gov](mailto:dpifns@dpi.wi.gov). You will receive an email or phone call when this is complete.

## 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/](http://widpi.myquickreg.com/register/)).
2. Click **Users**, located in the upper right-hand corner of the welcome page.



- Click *Search* to see all users linked to your district's/school's account.

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

7 users found. To edit a user, click on the user's name.

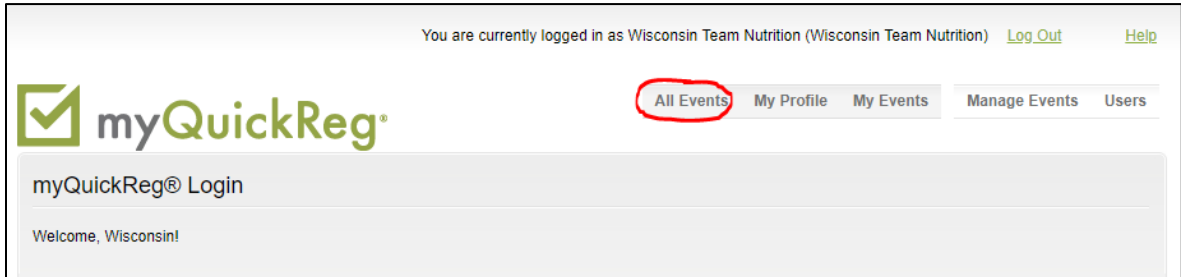
Name	Email	Organization	Active	Org Admin
<a href="#">Jean, Billy</a>	<a href="#">Email</a>	Wisconsin Team Nutrition	Yes	No
<a href="#">Jo, Bobby</a>	<a href="#">Email</a>	Wisconsin Team Nutrition	Yes	No
<a href="#">Kitchen, Test</a>	<a href="#">Email</a>	Wisconsin Team Nutrition	Yes	No
<a href="#">P, Laura</a>	<a href="#">Email</a>	Wisconsin Team Nutrition	Yes	No
<a href="#">Paella 2, Laura</a>	<a href="#">Email</a>	Wisconsin Team Nutrition	Yes	No
<a href="#">Q, Suzie</a>	<a href="#">Email</a>	Wisconsin Team Nutrition	Yes	No
<a href="#">Team Nutrition, Wisconsin</a>	<a href="#">Email</a>	Wisconsin Team Nutrition	Yes	Yes

- 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](mailto:dpifns@dpi.wi.gov)) to be given access.

- 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/](http://widpi.myquickreg.com/register/)).
2. Click **All Events**, located in the upper right-hand corner of the welcome page.



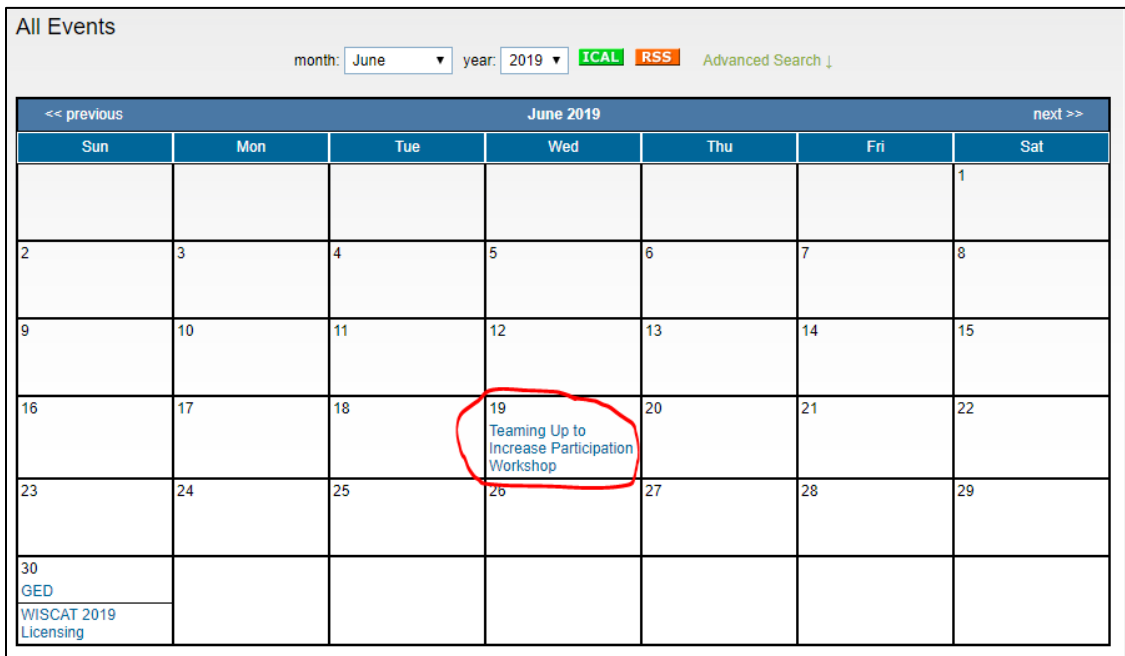
You are currently logged in as Wisconsin Team Nutrition (Wisconsin Team Nutrition) [Log Out](#) [Help](#)

**myQuickReg®** [All Events](#) [My Profile](#) [My Events](#) [Manage Events](#) [Users](#)

myQuickReg® Login

Welcome, Wisconsin!

3. Navigate through the calendar and select the event.

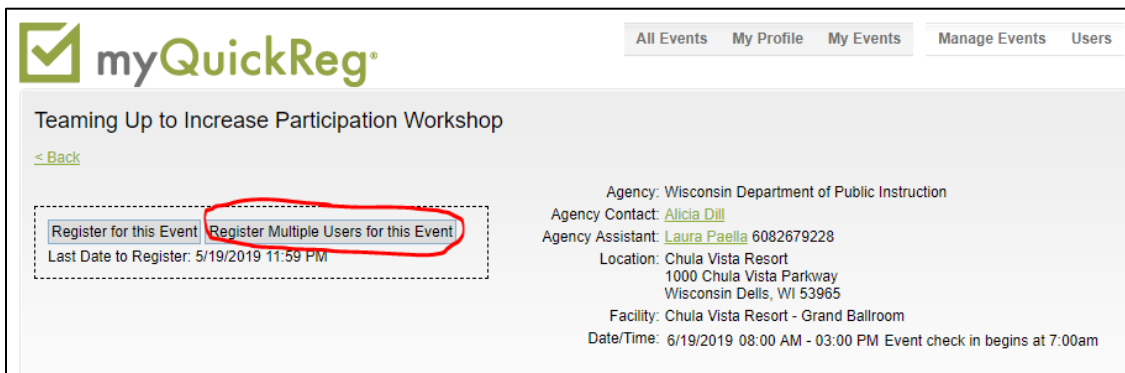


All Events

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

June 2019								
<< previous	Sun	Mon	Tue	Wed	Thu	Fri	Sat	next >>
							1	
2		3	4	5	6	7	8	
9		10	11	12	13	14	15	
16		17	18	19 Teaming Up to Increase Participation Workshop	20	21	22	
23		24	25	26	27	28	29	
30								
GED								
WISCAT 2019 Licensing								

4. Select *Register Multiple Users for this Event*.



**myQuickReg®** [All Events](#) [My Profile](#) [My Events](#) [Manage Events](#) [Users](#)

### Teaming Up to Increase Participation Workshop

[< Back](#)

[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	

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

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  
[< Back](#)

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:

\* 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*.

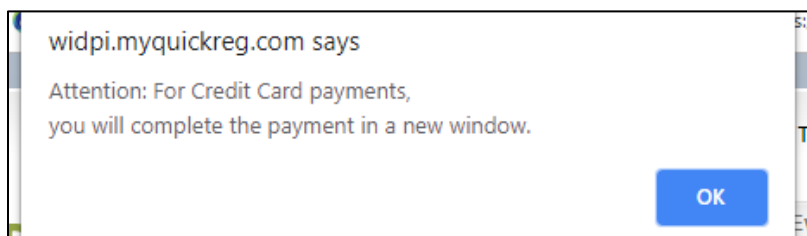
**Make a Payment**

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  
 **Credit Card**  
 Check #   
 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
<b>Total:</b>							<b>\$180.00</b>

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



16. Click *Submit Credit Card Payment*.




### Make a Payment

No Credit Card transactions received for this payment

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

**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.



### Make a Payment

My Payment

DPI myQuickReg Electronic Fee Pymts  
Amount Due \$30.00

Payment Information

Frequency One Time  
Payment Amount \$30.00  
Payment Date Pay Now



Contact Information

First Name   
Last Name   
Company (Optional)   
Address 1   
Address 2 (Optional)   
City/Town   
State/Province/Region   
Zip/Postal Code   
Country US  
Phone Number   
Email Address

Maximum length is 64 characters and can consist of:

- Letters
- Numbers
- The following characters: - \_ @ + \* % ! ' > ? & / = ^ ( ) ~ -
- Format: address@example.com

Payment Method

Card Number    
Expiration Date Month  Year   
Card Security Code    
Card Billing Address  Use my contact information address  
 Use a different address

**Continue** [Cancel](#)



This institution is an equal opportunity provider.