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TRAINING SPONSOR ORGANIZATION (TSO) TOOLKIT

Welcome to the Training Sponsor Organization (TSO) Toolkit! By becoming a TSO, your organization can create and submit training to MiRegistry for approval and manage attendance records in MiRegistry. By using MiRegistry, your attendees can find completion of your training verified in their MiRegistry profiles within minutes!

Some examples of TSOs include:

- Great Start to Quality Resource Centers
- Professional Associations
- Early Childhood / Out of School Time Programs that offer training for their staff

This toolkit walks you through the steps on how your organization can become a TSO and how your organization can create training and manage your attendance. You will find useful tips and links to resources throughout this toolkit.

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MiRegistry is an all-in-one resource for tracking professional development, facilitating training, and growing professionally. We are here to support you and stand together to professionalize the field.

The information MiRegistry collects can support and help lawmakers and advocacy groups better understand and appreciate our essential workforce.

TSO REQUIREMENTS / CONSIDERATIONS

Please consider the following necessary requirements and/or considerations for TSOs prior to MiRegistry approval:

1. **Approved Trainer**: Your organization **MUST** have at least one approved Trainer on staff and listed as an employee on your MiRegistry Organization Profile before your organization can be a TSO. Download the Trainer Approval Process Guide for information about Trainer requirements and the step-by-step support guide on how to become an approved Trainer. Download the Managing Employee Invitations support guide to ensure the approved trainer is listed as an employee on your Organization Profile.

2. **Terms & Conditions:** Read and review the terms & conditions after your organization becomes a TSO. This will be under the Settings tab in your Organization Profile.

3. **Stripe Account for Event Registration**: A TSO can use MiRegistry's online registration to allow attendees to register for training events online and collect event fees. If your organization plans on using MiRegistry to collect fees for event registration, you will need to create and connect to a Stripe account. If your events are free or if you plan on utilizing an outside event registration system, you will not need to create a Stripe account to use MiRegistry's online registration. Download the step-by-step support guide on connecting to a Stripe account for more information.

BECOMING A TSO

IF YOUR ORGANIZATION IS NEW TO MIREGISTRY

If your organization is new to MiRegistry and does not have an Organization Profile, please complete the following steps to create an Organization Profile and add the TSO designation.

1. Log in to your MiRegistry account. If you do not have one, you will need to create an account.
   Resource: Download our step-by-step support guide on how to create an account.

2. Create an Organization Profile.
   Note: If you have an approved trainer on staff who has listed your organization as their employer on their MiRegistry Individual Profile, you may check the Training Sponsor Organization box.
   Resource: Download our step-by-step support guide on how to create an Organization Profile.

WHAT'S NEXT: After you submit your Organization Profile request, you will receive an email notification in 3-5 business days.

TSO Note: If you checked the Training Sponsor Organization box, you will be able to create and submit training to MiRegistry for approval. If not, please continue with the steps below under **REQUESTING YOUR EXISTING MIREGISTRY ORGANIZATION PROFILE BE DESIGNATED AS A TSO**.

REQUESTING YOUR EXISTING MIREGISTRY ORGANIZATION PROFILE BE DESIGNATED AS A TSO

If you have an existing MiRegistry Profile, please complete the following steps to become a TSO:

1. Your organization MUST have at least one approved Trainer on staff and listed as an employee on your MiRegistry Organization Profile.
   Resources: Download the Trainer Approval Process Guide for information about Trainer requirements and the step-by-step support guide on how to become an approved Trainer. Download the Managing Employee Invitations support guide to ensure the approved trainer is listed as an employee on your Organization Profile.

2. Request that your organization may become a TSO. Your request may be emailed to support@miregistry.org. Please make sure your request contains the following information:

   - The name and address of your Organization
   - Your organization's MiRegistry Organization Profile ID number

WHAT'S NEXT: After you submit your request to be a TSO, you will receive an email response within 1-3 business days. Once your organization is a TSO, you will be able to create and submit training to MiRegistry for approval.

SUBMITTING TRAINING / MANAGING ATTENDANCE

After your organization is designated as a TSO, you may create and submit training to MiRegistry for approval. If you are not familiar with submitting training in MiRegistry, it is recommended you review the following resources:

- Submitting a Course Step-by-Step Support Guide: This resource will walk you through each step to submit training to MiRegistry for approval.
- Course Approval Guide: This resource will give you tips and information to help you meet the requirements when submitting training for approval.
- Event Registration: You may set up online registration for your training event. This will allow attendees to sign up for your event and pay registration fees if applicable (see page one about connecting to Stripe).
- Managing Event Roster: Immediately following your training event, please be sure to log in to MiRegistry and open the details of your training event to manage your event's attendance roster.