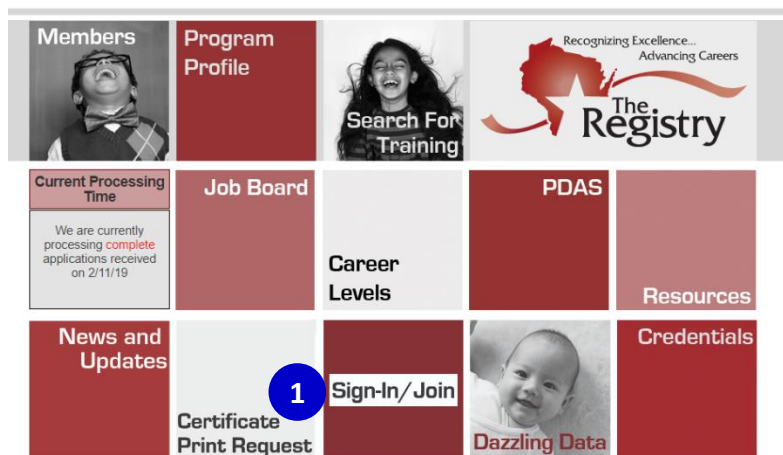


The following steps will guide you through creating a Program Profile for your organization. This guide is for organizations that are registered early care or school age programs.

Contact The Registry if you have additional questions:

P: (608) 222-1123 | E: support@the-registry.org

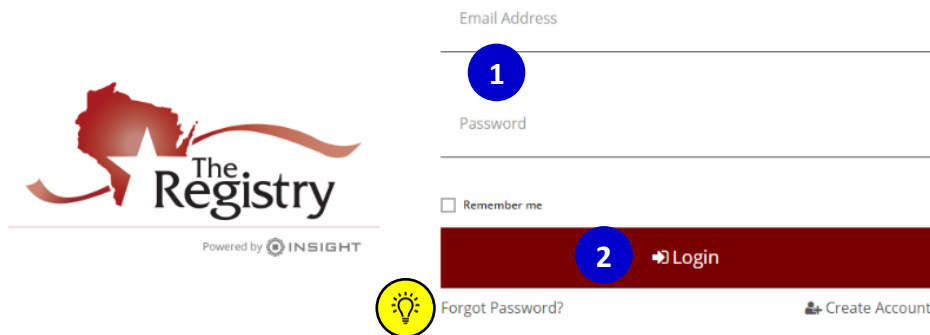
STEP 1: Go to www.the-registry.org and log in.




1. Click on **SIGN-IN/JOIN**.

STEP 2: Creating a Program Profile

You must have a Registry account to create a Program Profile. Visit our Membership Resources page (<https://the-registry.org/ResourceCenter/Membership>) to find the [Creating a Registry Account step-by-step guide](#).



1. Enter your email address and your password.
2. Click **LOGIN**.

 If you do not know your password, click on **FORGOT PASSWORD?** to reset it. Check out the [Forgot Password step-by-step guide](#).

STEP 3: Adding a Program Profile

My Personal Profile

Summary Personal Education Employment Training Professional Trainer Reports

Welcome, Johnny Test

Your Registry Membership is current.

[Registry Membership Benefits](#): Learn more about your benefits as a current Registry Member.

<input type="checkbox"/> Renew your Registry Membership	\$15.00
<input type="checkbox"/> Add a Technical Assistance (TA) Professional Endorsement	\$15.00

Registry ID 134032
 Registry Membership: Level One
 Expires: 1/31/2020
 Trainer: Tier 3 Trainer
 Expires: 1/31/2020
Johnny Test
 123 Oak Street
 Young America, MN 55555
 (414) 312-5555
nwntesting+wista@1@gmail.com
[Change Email](#)

1 Johnny Test My Cart (0)

- Johnny Test
- 21 For Tots
- Change Password
- 2 + Program Profile
- Logout

1. Click on your name to open the drop-down menu in the upper right-hand corner.
2. Click on **+ PROGRAM PROFILE**.

STEP 4: Creating a Program Profile

Organization Profile Lookup

Please enter the organization ID to request access to the organization profile. This is not a license number.

Organization ID

Required

Find Profile

Need a New Organization Profile?

If you need to create a new organization profile, please click "Create Profile" to begin organization profile setup.

1 Create Profile

Don't Know the Organization ID?

The Organization ID will ensure we locate the correct organization profile. If you are not sure of the ID, please contact support for assistance.

[Contact Support](#)

1. Click **CREATE PROFILE**.

STEP 5a: Organization Registration: Contact Info

Contact Info	ID Numbers	Organization Type	Address
--------------	------------	-------------------	---------

Organization Registration

Please fill out the form below to register your organization. Fields marked with * are required. Use the [Contact Us](#) form if you have any questions or concerns about the organization registration process.

1

Contact Information

First Name*	Last Name*
<input type="text" value="Johnny"/>	<input type="text" value="Test"/>
Email Address*	
<input type="text" value="nwntesting+wistag1@gmail.com"/>	
Phone	Ext.
<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/>

2

Are you a Registered Early Care or School Age Program?

Choose "Yes" if your organization is registered with the State of Wisconsin as one of the following program types:

- Licensed Group
 - Licensed Family
 - Certified Family
 - Public School : Exempt Program
- Yes, this organization provides direct care and/or education to children
- No, this organization does not provide direct care and/or education to children

3

Next »

- The person you list here as the **contact person** will NOT have access to your Program Profile but will receive periodical emails regarding important Registry news and updates. You may list yourself or another person in your program.



The person who creates a Program Profile is the **owner** of the Program Profile. The owner of the Program Profile will receive all email notifications from The Registry related to managing the Program Profile. Once your Program Profile is approved, you may add Program Profile Users and/or change owners of the Program Profile.

- Choose "Yes" if your organization is registered with the State of Wisconsin as one of the following program types:
 - Licensed Group
 - Licensed Family
 - Certified Family
 - Public School: Exempt Program
- Click **NEXT**.

STEP 5b: Organization Registration: ID Numbers

Contact Info

ID Numbers

Organization Type

Address

Organization Identification

1

You indicated that this organization provides early learning and/or school age care to children. Let's gather some identifying information for this organization. **Answer Yes or No to all questions.**

Are you a Licensed Group Program or a Licensed Family Child Care Program?

Provide your License Number below. YoungStar participants will answer yes to either this question or the "Are you a Certified or Public School: Exempt Program".

Yes

Enter your license number (required)

No

Are you a Certified Family Provider or Public School: Exempt Program?

Provide your Certification Number below. YoungStar participants will answer yes to either this question or the "Are you a Licensed Group Program or a Licensed Family Child Care Program".

Yes

Enter your Certification Number (required)

No

Are you a Head Start grantee or Head Start site?

If your organization receives Head Start funding to offer direct services to children and families, please indicate whether your organization is the grantee (primary recipient of the Head Start dollars) or a Head Start site (a site selected by the grantee to be the physical host for Head Start supports).

Yes. Please specify your organization type:

Head Start Grantee

Head Start Site

Select your Head Start grantee (required)

-- Make a Selection --

No

Is your program participating in the Wisconsin Child and Adult Care Food Program (CACFP)?

Please indicate whether or not your program is participating in the Wisconsin Child and Adult Care Food Program (CACFP). If you are a CACFP participant, please provide your CACFP ID number.

Yes

Enter your CACFP ID number (required)

No

Are you a state-licensed child care program in partnership with military child care?

If you are a state licensed child care program in partnership with military child care, please select the military base with which you partner.

Yes

Select military base (required)

-- Make a Selection --

No

« Previous

2

Next »

1. Answer the following questions regarding your Child Care Center/Family Home.
2. When you are finished answering the questions, click **NEXT** to confirm your program's identification numbers.


Contact Info	ID Numbers	Organization Type	Address
--------------	------------	-------------------	---------

1 We found the following program data using the identification numbers you provided. Confirm the program(s) found are correct.

Example Childcare Center
 101 Example Avenue
 Hudson, WI 54016

 Contact: Johnny Test
 Licensed Facility #: 000000000
 Effective: 8/24/2019 – 10/5/2024

« Previous **2** Next »

- If your licensed facility number and/or DCF Provider Number is in our database, your information will be shown here.
 -  If your license information isn't shown here, please contact The Registry. Registry Specialists will verify our database has received this information from the Department of Children and Families.
- Click **NEXT**.

STEP 5c: Organization Type

Contact Info	ID Numbers	Organization Type	Capacity	Address
--------------	------------	-------------------	----------	---------

Organization Type

1 Program Type *

If you apply for YoungStar this will be your track number.

--Select Track --

2 Training Sponsor Organization

Check if your organization is a sponsor of training events. Doing so will allow you to enter training events into the system.

Consulting Organization


Check if your organization provides technical assistance services for Regulated Care programs. Doing so will allow you to enter consulting events and assessment scores into the system.

Program Accreditation

Select the accreditations your program holds

3 --Select Accreditation -- **4** Add

« Previous **5** Next »

- Click on the drop-down menu and choose the appropriate track for your program.
- Click the box if you would like your organization to be a Training Sponsor Organization (TSO).
 -  This should only be selected if your organization provides training to your staff. You may request to add this option at a later time.
- Select any accreditations your program holds from the drop-down menu.
- Once you choose an accreditation from the drop-down menu, click **ADD**.
- Click **NEXT**.

STEP 5d: Capacity

Contact Info	ID Numbers	Organization Type	Capacity	Address
--------------	------------	-------------------	----------	---------

Program Capacity

Estimate your current capacity. Total capacity will reflect information on your DCF facility record.

Number of Classrooms / Groups **1**

Total Number of Children Enrolled

Infants (0-12 months)	<input type="text" value="0"/>
One Year Olds (13-24 months)	<input type="text" value="0"/>
Two to Two and half (25-30 months)	<input type="text" value="0"/>
Two and a Half to Three - (31-36 months)	<input type="text" value="0"/>
Three Year Olds - (37-48 months)	<input type="text" value="0"/>
Four Year Olds (49-60 months)	<input type="text" value="0"/>
Five Year Olds (61-72 months)	<input type="text" value="0"/>
Elementary (K-5th grade)	<input type="text" value="0"/>
Middle (6th-8th grade)	<input type="text" value="0"/>
Secondary (High School)	<input type="text" value="0"/>
Adults	<input type="text" value="0"/>

[« Previous](#) **3** [Next »](#)

1. Enter the number of classrooms or groups your program has.
2. Enter the number for each age group at your program. This number is an estimate of your current capacity and can be updated once your Program Profile is approved.
3. Click **NEXT**.

STEP 5e: Address

Contact Info
ID Numbers
Organization Type
Capacity
Address

1

Organization Address

Organization Name*

Physical Address

Address Line 1*

Line 2

Zip* City* State*

County* Country

Mailing Address Same as physical address

Address Line 1*

Line 2

Zip* City* State*

County* Country

Phone*

 - -

Fax

 - -

Web Site

Additional Info

Enter any additional information about your organization that you would like to appear on this web site.

2

Communication Preferences

The Registry sends occasional newsletters, updates and special offers. If you do not wish to receive these, select Unsubscribe.

Unsubscribe
You will continue to receive emails regarding your account.

Subscribe
You will receive informational emails from The Registry in addition to emails regarding your account.

3

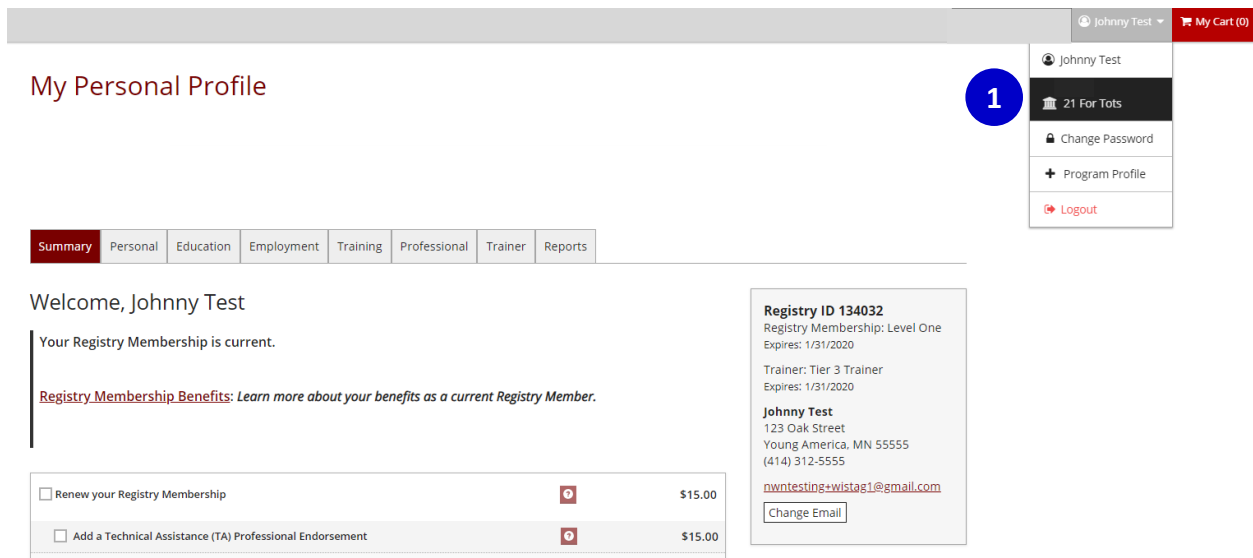
« Previous
Submit

1. Enter your **Organization Name, Physical Address, Mailing Address, and Phone Number**. You can also add your center's web address and any additional comments.
2. Select your communication preferences. By subscribing to these communications, the [contact person](#) you listed will receive periodic email notifications regarding Registry news and updates related to your Program Profile.
3. Click **SUBMIT**.



Your Program Profile application will be reviewed and approved within 1-3 business days after being submitted. When it has been approved, you will receive an email from The Registry.

STEP 6: Accessing your Program Profile



My Personal Profile

Summary Personal Education Employment Training Professional Trainer Reports

Welcome, Johnny Test

Your Registry Membership is current.

[Registry Membership Benefits](#): Learn more about your benefits as a current Registry Member.

<input type="checkbox"/> Renew your Registry Membership	\$15.00
<input type="checkbox"/> Add a Technical Assistance (TA) Professional Endorsement	\$15.00

Registry ID 134032
 Registry Membership: Level One
 Expires: 1/31/2020
 Trainer: Tier 3 Trainer
 Expires: 1/31/2020
Johnny Test
 123 Oak Street
 Young America, MN 55555
 (414) 312-5555
nwntesting+wistag1@gmail.com
[Change Email](#)

1. Once your Program Profile has been approved, you may access it by logging in to your Registry account. Open the drop-down menu in the upper right-hand corner and click your organization's name to access your Program Profile.



You will always use this menu to switch between your Personal Profile and your Program Profile.