

**Child and adult Nutrition Program**  
**CNP 2000**  
**Training Registration User Manual**

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# Child and adult Nutrition Program CNP 2000 Training Registration User Manual

## Training Registration

The training registration process allows existing Sponsors to view the available Training sessions and locations being offered by the Office of School Readiness.

Interested and qualified Sponsors can then register for Training sessions at various training locations being offered.



By selecting **Training Registration** on the CNP 2000 Home page the Training Registration screen will appear.

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## Creating a Registration Entry

The Training Registration screen allows you to register for a training location or modify an existing registration if you have already registered.

The screenshot shows the 'Training Registration' web form. At the top, it says 'Georgia Office of School Readiness CNP 2000 Program' with 'Help' and 'Home' links. The form has two main sections separated by 'OR'. The left section is for users with existing credentials, with fields for 'User Name' and 'Password'. The right section is for new registrations, with fields for 'FEIN Number' and 'Agreement Number'. A link for 'Modify your location times/info.' is present. At the bottom are 'Redisplay', '< Back', and 'Continue' buttons. A red note at the bottom states: 'Note: Your IP address (66.53.77.171) will be logged upon entry to the website.'

If you currently have a CNP User Id and Password enter it on the left side of the screen. If you do not, then simply enter your Institution's FEIN and Agreement number.

Then click on the **Continue** button to continue into the registration process.

If you have already registered for a Training Location you can modify your existing registration location or information by clicking on the **Modify your location times/info.** Link.

This option will be described in the Modifying an existing Registration Entry section.

By clicking the continue button you will be presented with a list of available Training Categories.

Each category will display the name of the category, a brief description of the training being offered and the number of locations offering this training category.

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### Training Registration

**Available Categories**

Institution Name	Agreement Number
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Choice	Program Category	Description	Number of Locations
<input type="radio"/>	CACFP - Renewal Training	Required Training for Sponsors that currently participate in the program and wish to continue their Sponsorship in the next program year.	3

Selecting a Training Category by clicking on the small circle in the Choice column and clicking the Continue button. A list of Training Locations is displayed.

Indicate your desired location choice by clicking on the small circle in the Choice column next to the location you want and then clicking on **Continue**.

## **Location Selection**

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### Training Registration

**Available CACFP - Renewal Training locations**

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Choice	Date	Seats Available	Location	Time Frame
<input type="radio"/>	7/30/02	0	Macon	8:00am - 5:00pm
<input type="radio"/>	8/1/02	69	Jonesboro	8:00am to 5:00 pm
<input type="radio"/>	8/1/02	199	Tifton	8:00am - 5:00pm

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The training locations screen displays the date, number of remaining seats available, location and time frame of the training location you selected on the previous screen.

In the example shown the location is being offered on three dates with available seating at two different locations. The location offered on 7/30/02 is already full, so the choice is not longer available. If seating becomes available in the future the 7/30/02 location would become an available selection.

Click on the circle in the Choice column to select a location and click on **Continue** to proceed.

Now you are ready to enter your registration information into the Attendee Information screen.

Enter your registration information in the fields provided. The red arrows indicate required fields. When the form is complete click on **Continue** to proceed to the next screen.

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## Training Registration

**Attendee Information**

Institution Name	Agreement Number
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→ Indicates a required field.

Primary  Additional

NOTE: Person(s) registering for this training must be a legal employee of the organization that they are representing. In addition, a minimum of one attendee must be registered as your Primary Attendee (Primary CACFP Program Contact). This is required to ensure your organization's annual CACFP certification, continue to file claims, and identify key staff member responsible for program compliance and training of other staff members.

Title:

First Name:  M.I.:  Last Name:

Address:

City:  State:  Zip Code:

County:

Phone Number:

Fax Number:

Email:

Reenter Email:

Please ensure all information is accurate. Any schedule updates will be sent via the information you provide.

Note: If you did not enter an email address, the following message will appear.

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Your information was not saved due to the following error(s):

- If no email is entered, then a method of contact (Preferred Confirmation) must be selected.

This message will display at the bottom of the form. Click on your selection and click **Continue** to proceed to the next screen.

Preferred Confirmation:			Please select a method in which you would like us to confirm your registration.
Email	Fax	Letter	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
(If you enter an email address, please ensure it is correct as your confirmation for training will be sent to the above entered email address)			

The following registration confirmation screen will be displayed.

Registration confirmation does not confirm that you are eligible to attend the selected Training Session. It only confirms that you have successfully registered for the training location.

The Office of School Readiness will contact you by way of your Preferred Confirmation once they have confirmed your eligibility to attend the selected Training Category.

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Print this screen or write down the Reference Number. You will need this number if you want to modify your registration in the future.

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## Training Registration

**Registration Results and Reference Number**

Thank you for registering for CACFP - Renewal Training session.

Institution Name	Agreement Number
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Your Reference Number is: 1439490

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<p><b>Name</b> Morgan Attendee</p> <p><b>Address:</b> 123 W N Street</p> <p><b>City:</b> Atlanta      <b>State:</b> GA      <b>Zip Code:</b> 12345</p> <p><b>County:</b> Atkinson</p> <p><b>Email:</b> Mattendee@email.com</p>	<p><b>Attendee</b> Primary</p> <p><b>Phone Number:</b> (111) 222-3333</p> <p><b>Fax Number:</b></p>
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Date	Location	Time Frame	Special Instructions/Information
8/1/02	Jonesboro	8:00am to 5:00 pm	Lunch will be provided and paper forms will be handed out to those not online.

Note: Please print and keep the above number secure.  
You will need it to access your information.

You will also receive a confirmation for training approx 2 weeks prior to the training date. If you do not receive your confirmation, call Office of School Readiness at (nnn) nnn-nnnn.

Once confirmed for this training, Non CNP 2000 users will receive their respective FY 2002 Renewal Application (paper base) upon completing training at the end of the Renewal Session. Current CNP 2000 users will be able to open the new FY 2002 application on the CNP 2000 web site the following day after completing Renewal Training.

Print
Modify
Delete
Home

You have successfully completed registration for a training location.

If future modifications are necessary see the following section on Modifying an existing Registration Entry

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## Modifying an Existing Registration Entry

From the CNP Home page click on **Training Registration** and the following screen will appear.

Modify your location times/info.'. At the bottom are buttons for 'Redisplay', '< Back', and 'Continue'. A red note at the bottom states: 'Note: Your IP address (66.53.77.171) will be logged upon entry to the website.'"/>

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**Training Registration**

If you currently have a CNP User Id and Password, enter it now to register.

User Name:

Password:

OR

If you Do Not have a CNP User ID and Password but your organization is already an approved sponsor then enter your FEIN and Agreement Number.

FEIN Number:

Agreement Number:

Already signed up? [Modify your location times/info.](#)

Redisplay < Back Continue

Note: Your IP address (66.53.77.171) will be logged upon entry to the website.

Since you have already registered for training click on Modify your location times/info and the following screen will appear.

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**Training Registration**

Reference Number:

Last Name:

Please enter the Reference Number and Last Name of the person registered. The reference number was obtained at the time of registration.

Redisplay < Back Continue

Note: Your IP address (65.59.172.35) will be logged upon entry.

Enter the Reference Number from the registration confirmation screen that was displayed after you completed your registration. Enter your last name and click on **Continue** to proceed to the next screen.

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You will be presented with the Registration Information screen from which you can Print, Modify or Delete your existing registration.

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**Training Registration**

**Registration Information**

Institution Name	Agreement Number
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**Name**  
Morgan Attendee

**Address:**  
123 W N Street

**City:** Atlanta      **State:** GA      **Zip Code:** 12345

**County:**  
Atkinson

**Email:**  
Mattendee@email.com

**Attendee**  
Primary

**Phone Number:**  
(111) 222-3333

**Fax Number:**

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Date	Location	Time Frame	Special Instructions/Information
8/1/02	Jonesboro	8:00am to 5:00 pm	Lunch will be provided and paper forms will be handed out to those not online.

Note: You will receive a confirmation for training approx 2 weeks prior to the training date. If you do not receive your confirmation, call Office of School Readiness at (nnn) nnn-nnnn.

Once confirmed for this training, Non CNP 2000 users will receive their respective FY 2002 Renewal Application (paper base) upon completing training at the end of the Renewal Session. Current CNP 2000 users will be able to open the new FY 2002 application on the CNP 2000 web site the following day after completing Renewal Training.

Print
Modify
Delete
Home

If you click on Modify, your registration location selection will be presented with the list of available Training Locations being offered for the Training Category you previously selected. This then walks you through the location selection process. See the Location Selection section for details.

## Deleting an Existing Registration Entry

If you click on Delete, your existing registration will be presented with the delete confirmation screen to ensure you wish to delete your registration.

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## Training Registration

**Delete Registration**

Institution Name	Agreement Number
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Please confirm deletion of this registration entry.

<p><b>Name</b> Morgan Attendee</p> <p><b>Address:</b> 123 W N Street</p> <p><b>City:</b> Atlanta      <b>State:</b> GA      <b>Zip Code:</b> 12345</p> <p><b>County:</b> Atkinson</p> <p><b>Email:</b> Mattendee@email.com</p>	<p><b>Attendee</b> N/A</p> <p><b>Phone Number:</b> (111) 222-3333</p> <p><b>Fax Number:</b></p>
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Date	Location	Time Frame	Special Instructions/Information
6/13/02	Jonesboro	8:00 am - 5:00 pm	A light breakfast will be served in the morning and lunch will be provided.

By pressing Delete the following screen will appear and the attendee's registration record will be deleted. Clicking Home will return you to the CNP Home page, Modify will allow you to modify your existing registration location and/or information. Clicking New on the following screen allows you to create a new Training Registration entry.

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## Training Registration

**Delete Registration**

Institution Name	Agreement Number
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Delete was successful.