Ohio Region Web Site management

Each program has a designated page. It is the program admin responsibility to provide information about their program and keep it updated. The web person will assign you access to the web allowing you to update your information at your convenience. If you send your info to the Web Person, they will update the page for you. Please allow a week or 2 for the update to be final. Web personnel will not provide the content information for program pages; that is a program admin responsibility.

Ohio Region Online Sign-up & National Enrollment Process

Overall Rational

Ohio Region has gone paperless; sign up for classes, signing a waiver/release and online pay via PayPal is on our web @ https://www.ohionsp.org/event-sign-up. Onsight sign-up and cash payments will no longer be accepted. All participants must use Ohionsp.org. They will also enroll in the selected class with Nsp.org. This will allow students to receive national credit for the class. Participant National enrollment must be done before the start date of the class. The Class coordinator will review enrollment list provided by NSP.org. This list should be compared to the Ohio sign-up list. Encourage all participants to enroll with National **before** the class date or there will be no class credit.

National Enrollment:

As the class IOR, your first step is to register the class with NSP.org as early as possible allowing adequate time for the class to be set up and advertised on Ohionsp.org. When registering the class or classes, you will be asked to select an IT and IOR. This is also where you list your instructors so they are credited for instructing. You can always go back later and edit (add or delete instructors) **before** the class is closed. Your NSP course number is used to complete the Central Division Waiver. You can download a copy of the current waiver/release from the Central Division web or Ohionsp.org staff forms section. The web manager will not fill out your waiver. There are just too many.

Ohio Web Process

Complete the waiver/release for your class (doc or pdf). All forms and other admin information are located at https://www.ohionsp.org/resources. Compile any information you want presented on the web site about your class, including Course number, class date, location and possible costs. Send your information and completed waiver/release to the web person. They will set up release/payment interface and take care of the web calendar and advertising on the web site. At any time during sign-up and at course closing you may request an excel download list of your participants and instructors who have signed a waiver on our web site. You should go to Nsp.org and compare the Ohio list with the National enrollment List. Encourage everyone to enroll with National. We are in the process of developing a new page on the web in the staff resources section that is password protected. This page will contain all ongoing courses and registrants (including instructore) who have registered for each course. The password is ohioregionevents , .

Understanding that even instructors should sign a waiver, instructors should follow the same registration process as other participants. Every registration form on our web has an Instructor only option at the end of the form. Just remember to add your instructors to the National Class registration as noted above.
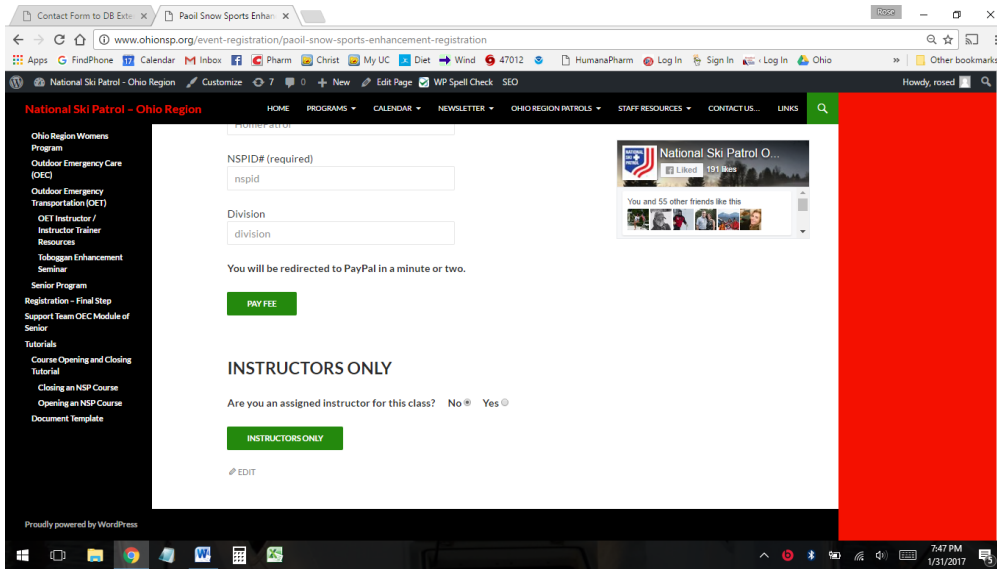
Instructors sign the waiver but are not redirected to the paypal site. Currently there is no way to automatically match sign-up with actual paypal payment. You as the course coordinator or IOR will have to match sign-up with paypal pal pay list. You will receive an email for each registration as well as an email from PayPal stating the registrant has paid. You can also get a pay list from our Ohio Region Treasurer on request. Any person who registers with out paying will be removed from sign-up. They must sign-up again in order to pay.   Once again, As Class coordinator, you can also monitor National enrollment list by matching Ohio Region list of registrants against Nationals list. Encourage your participants to register with National **before** the class date. This will ensure everyone will get appropriate credit for class.

NO PAPER WAIVERS OR CASH WILL BE ACCEPTED.

If you have questions feel free to contact me.

Rose DeJarnette