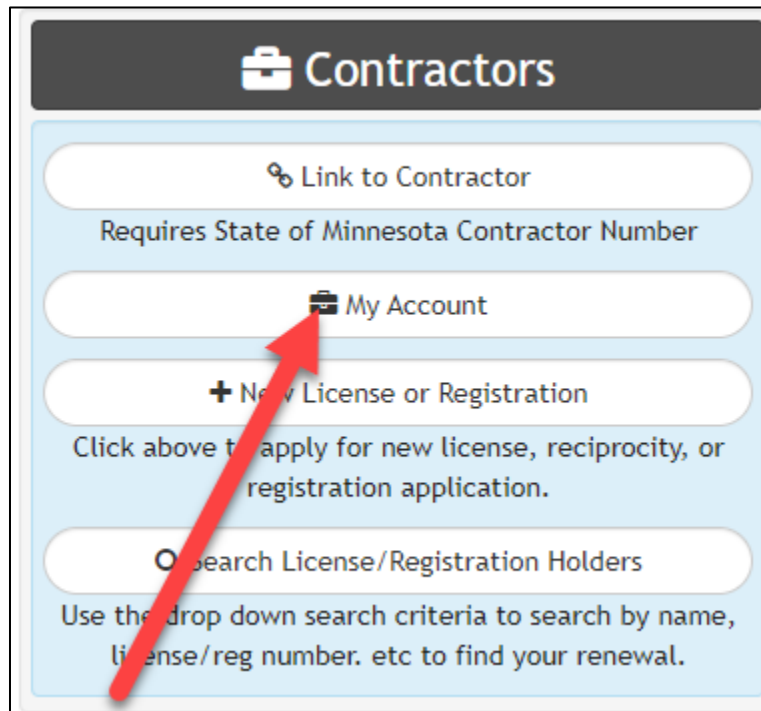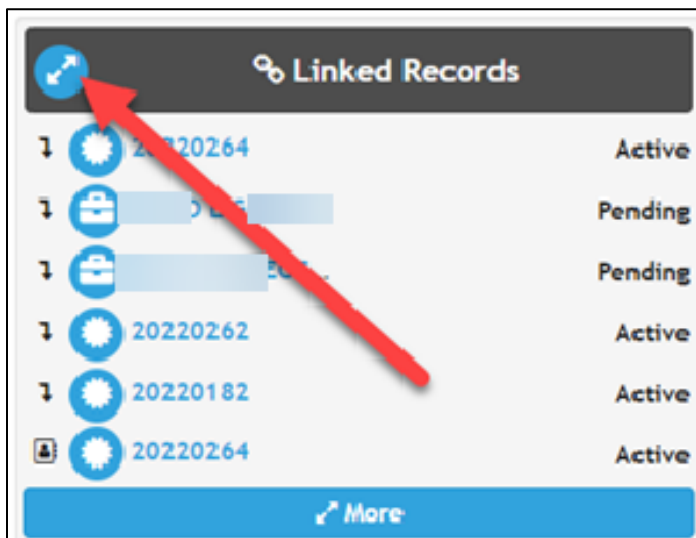# iMS: Sponsor – Submitting a Roster

To submit a class roster for a session, follow the steps outline below.

1. Logged into your linked Sponsor account, click "My Account" in the Contractors tile.
   a. Note: if you are submitting a roster immediately following creating a course session, skip to step

2. On the sponsor account, click on the blue "Details" icon in the Linked Records tile to see all submitted courses.

3. Select the CE Course by clicking on the course number.

4. From the course, click on the blue "details" icon in the Linked Records to find the CE Course session.
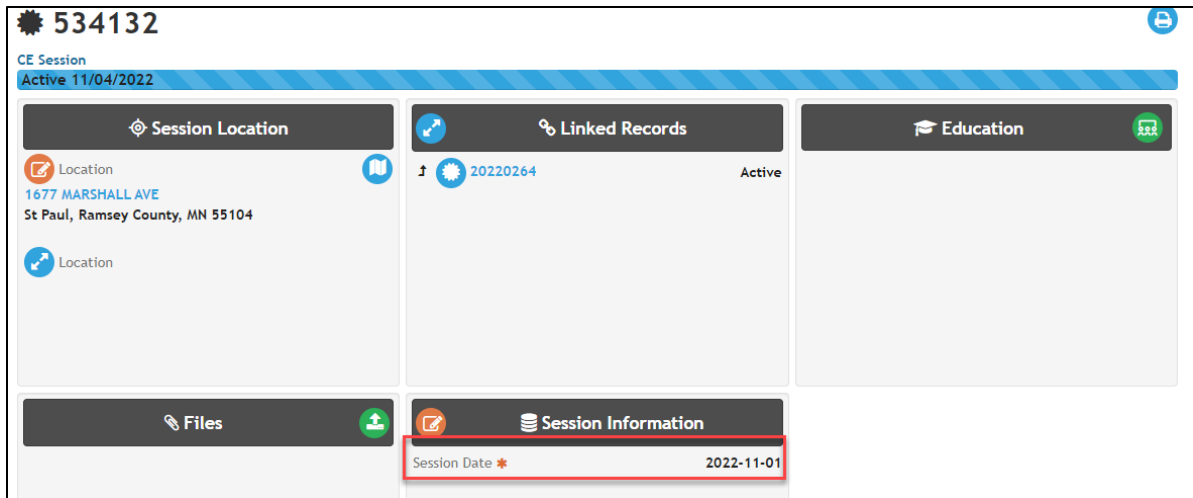

5. On the linked records tile, select the course CE Course session date.

6. **VERY IMPORTANT Confirm you are on the correct session prior to submitting the roster.**

7. To submit the roster for the confirmed session, click on the green "Batch Entry" icon in the Education Tile.
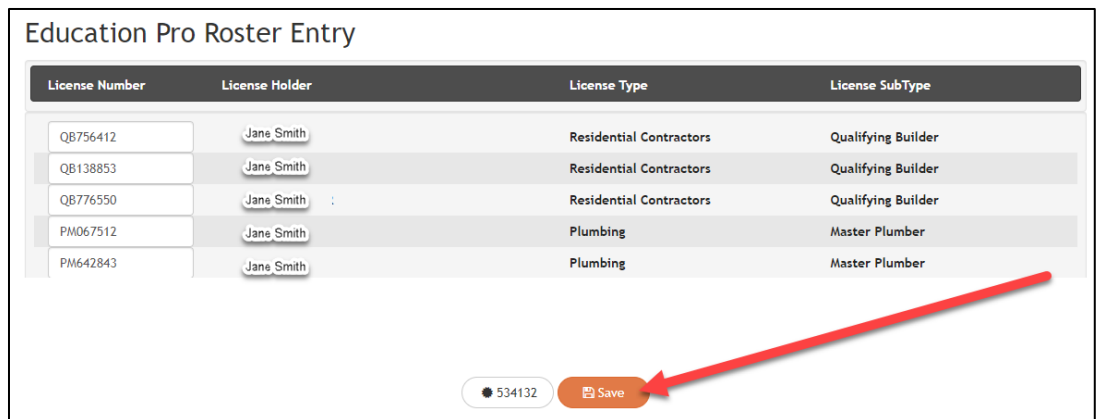

8. Start adding the license or registration numbers:
   a. Add the complete license or registration number, including the two-letter license prefix, click enter on your keyboard once the license or registration is complete or click the blue "add" icon.
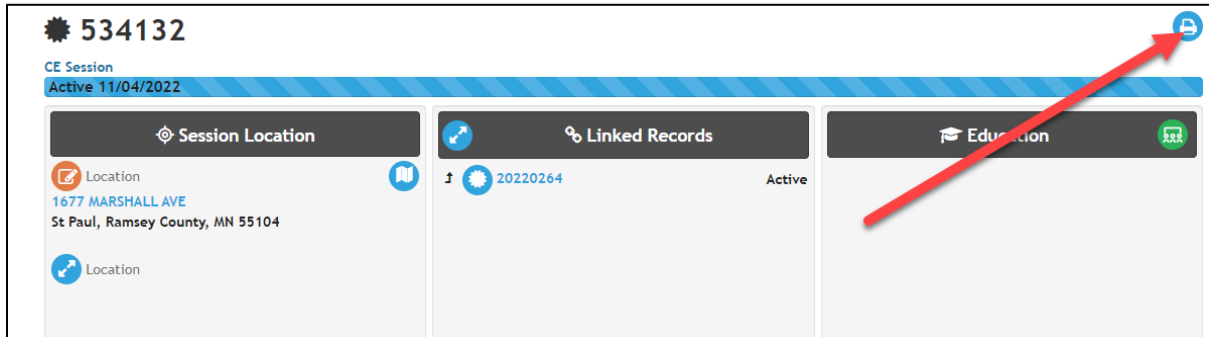

   b. Continue adding license and registration numbers until complete.
   c. When complete, click "Save"

Attendee Roster Report

1. To review license holders that have been entered for the designated session, on the session, click on the blue, print icon in the upper right-hand corner of the session record.

2. Select "Attendee Roster".

3. The Attendee report will up and show:
   a. All license or registration holders submitted for that session
   b. Each license number is a hyperlink to the license