## 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.

		Lin	ked Records		<u> </u>
Record No 🚏	Туре	Milestone	Address	ExpireOt	Description
		1	Child Records		
0	Continuing Education	Pending			
Θ	Continuing Education	Pending			
20220264 0	CE Course	Active			New Residential Plumb
20220262 0	CE Course	Active			Test Course
2022/0182 0	CE Euro	Active		08/23/2025	MEDICAL GAS 4 HOUR: R
		۵	Contact: Links	i i i i i i i i i i i i i i i i i i i	
534130	Continuing Education	Approved 11/04/20	22	11/30/2025	
20220264	CE Course	Active 11/04/2022			New Residential Plumb

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.

<b>∞</b> Linked Re	cords				O 20220264   CE Course
F		Lir	nked Records		8
Record No 👫	Issue Date/Session Date	Description	Milestone	Туре	SubType
J Parent Records					
<b>0</b>	08/16/2022		ISSUED	Continuing Education	CE Sponsor
SS 😑 534130			Approved	Continuing Education	CE Course Application
		1	Child Records		
S S3412	11/01/2022		Active	CE Session	

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

<b>* 534132</b> CE Session Active 11/04/2022		Θ
Session Location	Solve the seconds € 20220264 Active	🔁 Education 😡
	Session Information Session Date * 2022-11-01	

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"

Education Pr	Education Pro Roster Entry			
License Number	License Holder	License Type	License SubType	
QB756412	Jane Smith	Residential Contractors	Qualifying Builder	
QB138853	Jane Smith	Residential Contractors	Qualifying Builder	
QB776550	Jane Smith	Residential Contractors	Qualifying Builder	
PM067512	Jane Smith	Plumbing	Master Plumber	
PM642843	Jane Smith	Plumbing	Master Plumber	
		● 534132 🔮 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.

# 534132				P
CE Session Active 11/04/2022				
Session Location	S Linked R	ecords	🔁 Eduction	
Cocation	1 20220264	Active		
St Paul, Ramsey County, MN 55104				
Cocation				

2. Select "Attendee Roster".

🖶 Select a Template	<b>534132</b>   CE Session
Click an item to print it	
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