Coordinator's Choice™

CME TRACKER

Tutorial

Objective: Marking Credited or Uncredited Registrations

Scenario: Crediting People who have not received Credit in a Roster so that all people who were Uncredited for an Event are now Credited.

Step 1: Click on the Events Tab. Enter the Event. (Fig. A)

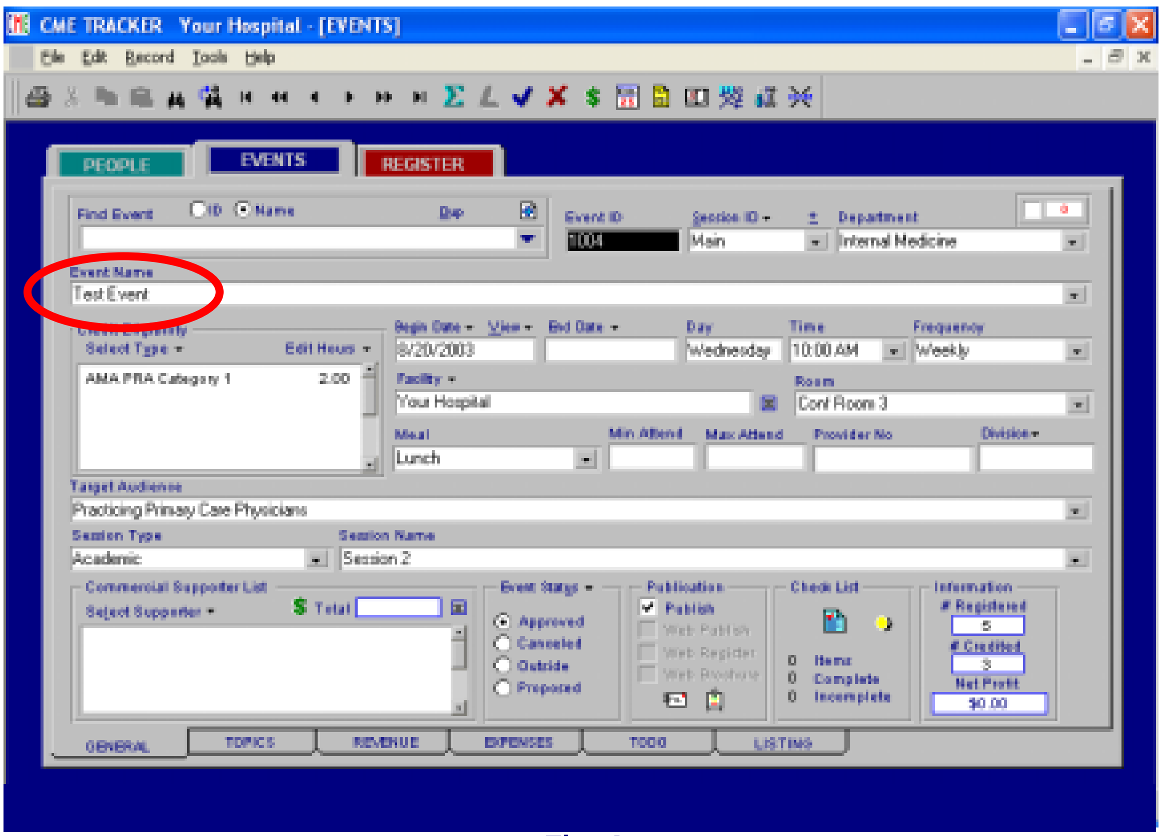

Fig. A

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Step 2: Click on the Register Tab. Click on Roster. Click on the Blue Checkmark. Check the box next to Unmark All Records. Click OK. (Fig. B)

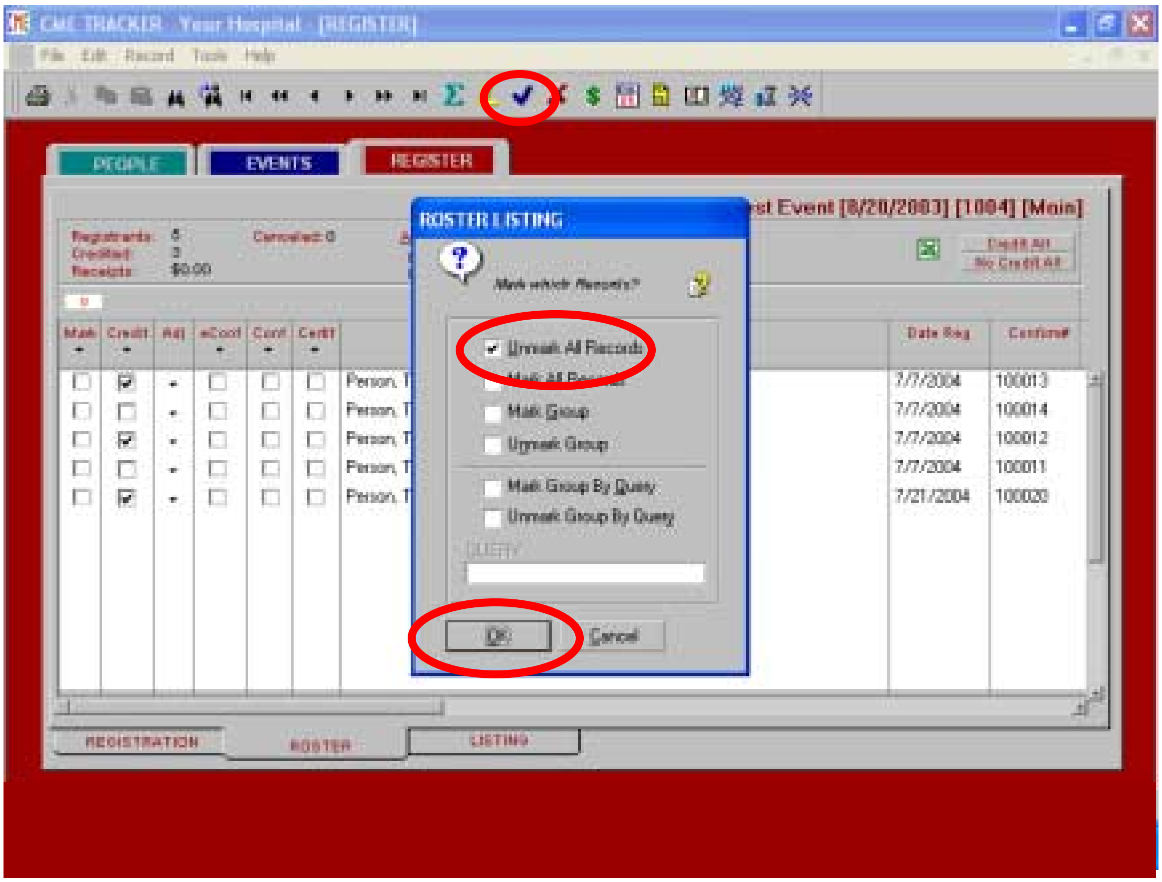

Fig. B

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Step 3: If everyone is not credited, click on Credit and Click the Check box next to Mark Unchecked Records. Click on OK. (Fig. C)

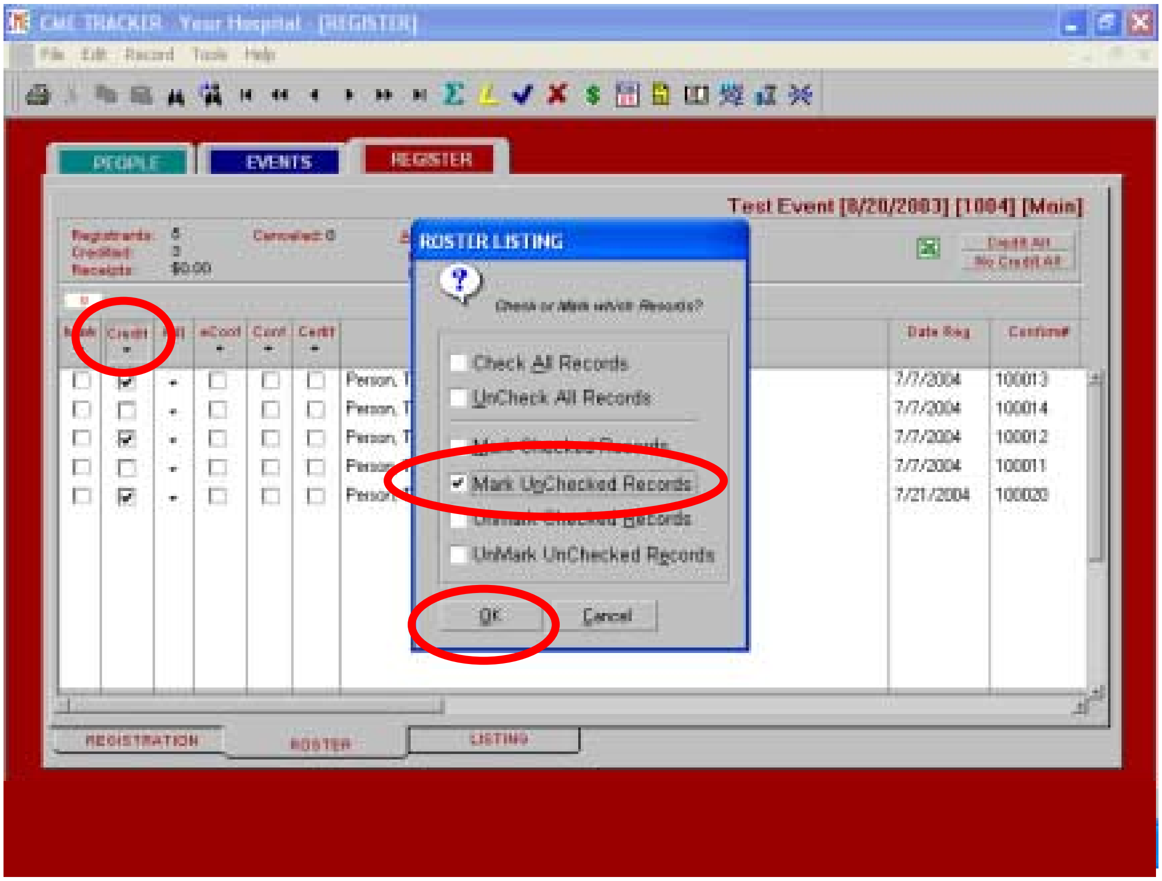

Fig. C