

# 5. Workshop Roster Screen

v1

Select **roster** by a workshop section on the Workshop Sections (page 6) or [My Workshops](#) screen to display the very useful Roster screen. To see previously scheduled workshops, change the **Show Section On or After Date**.

The Section Code, Workshop name, Date and Time, Leader (instructor), Community, and Workshop Type are displayed at the top.

The **Email Class** link opens a new email message with all current registrants email addresses in the To field. This is useful for sending a notice to all participants. Users who have dropped from the roster are not included.

To **Register User** for the workshop enter the User ID, specify the **Workstation** type (Mac or Windows) if the option is displayed, then click the **Register User** button; an email notification to Confirm will not automatically be sent to the participant.

HINT: Use the People Search on the appstate.edu web site to find a person's User ID (the name part of the email address).

NOTE: You cannot register users who do not have an ASU ID (@appstate.edu email address).

Select **drop** link beside a name to remove that user from the roster (on or before the day of the Workshop Section); an email notification for the Drop will not automatically be sent to the participant.

Select **promote** link beside a name to manually promote that user from the Wait List to a seat in the workshop section; an email notification will automatically be sent to the participant.



NOTE: When a user is registered or promoted by an Administrator from the Roster screen, the user is enrolled regardless of the Max Enrolled limit. Any user on the Wait List will not automatically be promoted until the number of participants enrolled, including manually registered participants, falls below the Max Enrolled limit; in other words, manually enrolling a participant when there are users on the Wait List, pushes that person ahead of anyone on the Wait List.

see [Marking Workshop Attendance](#)

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