

Continuing Education- A Simple Setup



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- Before you start...
- 5 Steps to a Simple CE Setup
 - Create Certification
 - Set Certification as Default
 - Create Components
 - Add Components to Events
 - Complete a Component
- Tracking progress
- Reporting

What is the Continuing Education module?

The Continuing Education module within GrowthZone allows associations to administer, track, and report on the professional certifications of their members. With the proper setup, associations can save themselves and their members time in managing the courses, exams, and other tasks.

What is the Continuing Education module?

The module is built so that both simple and complex scenarios can be accommodated. It is important to note that the Continuing Education module does not deliver instruction or coursework, rather, it keeps track of necessary elements and the completion date of each.

Continuing Education- The Simple Setup

This Continuing Education set-up is being built under the following assumptions:

No Fees are being charged for components (courses)

No Objectives are required

No Categories are needed

No prerequisites are required

No Terms & Conditions are necessary

No need to track "completion"- only tracking attendance/hours

With this simple approach, we are only using a couple key areas of the module.

Continuing Education- The Simple Setup

Many subscribers provide a **certificate** to **event attendees** to document **credit** for **completing a component (course)**. This is done by linking a **certification component** to an **event**, which is also tied to the **continuing education certification** created to track **ongoing continuing education**. The **credits** and **certificates** are **tracked** within the **Database** and are visible to the member in the **Info Hub**.

Before you start...

There are a few things you may want to consider before creating your continuing education program:

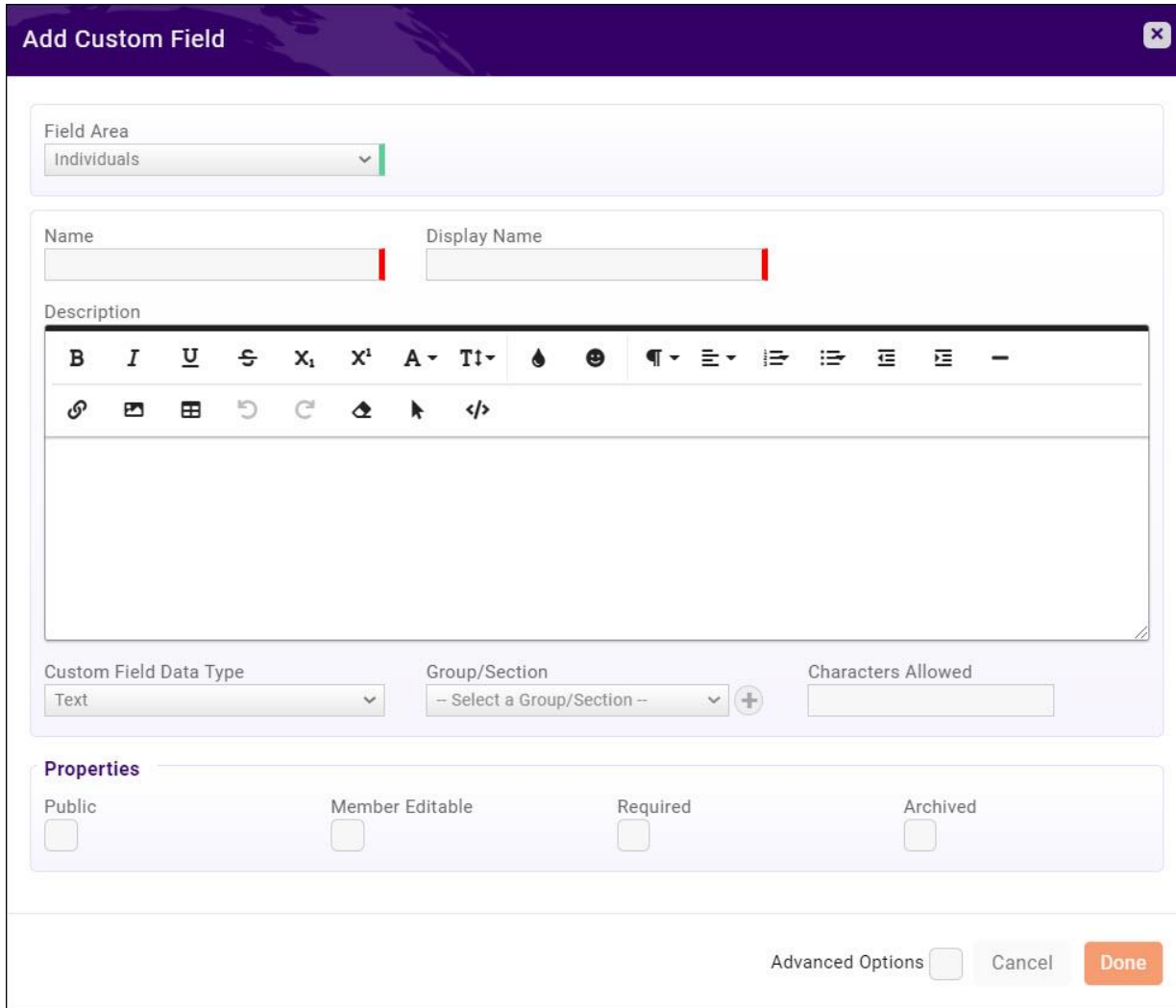
- Custom Fields
- Document Generation
 - Component Certificate Template
 - Roster
- Automated Messaging

Some subscribers need to include a License Number or some other unique identifier on certificates. There are 2 options for custom fields:

- **Individual Custom Field:** is included in the contact record and can be visible/updateable in the Info Hub.
- **Event Custom Field:** is related to a specific event (class), and can be reported on, but is not tied to a contact record and cannot be added to a certificate.

GZ Knowledge Base: [Custom Fields](#)

Custom Fields



The screenshot shows the 'Add Custom Field' dialog box. It has a purple header with the title 'Add Custom Field' and a close button. The form is divided into several sections:

- Field Area:** A dropdown menu currently set to 'Individuals'.
- Name and Display Name:** Two text input fields, each with a red vertical bar on the right side.
- Description:** A rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, list, and other text formatting options.
- Custom Field Data Type:** A dropdown menu set to 'Text'.
- Group/Section:** A dropdown menu with the text '-- Select a Group/Section --' and a plus sign icon.
- Characters Allowed:** A text input field.
- Properties:** A section with four checkboxes: 'Public', 'Member Editable', 'Required', and 'Archived'. All are currently unchecked.
- Advanced Options:** A checkbox that is currently unchecked.
- Buttons:** 'Cancel' and 'Done' buttons at the bottom right.

Individual Custom Fields can be enabled for use in event registration in the [Event Settings Defaults](#).

These fields will need to be set up in advance using **Individuals** as the field area.

- Name/Display Name: these should be the same, no symbols
- Properties: **Public** and **Member Editable** should be selected. **Required** is optional.

There are several templates GrowthZone uses within the Continuing Education module. They are included in your subscription and can be used “as is” or they can be copied and customized as needed.

- Certificate Templates (not discussed in today’s session)
- Component Certificate Templates
- Roster Templates

GZ Knowledge Base : [Setting up Document Templates](#)


Component Certificate Templates

Many customers provide a certificate to event attendees to document the credit that attendees receive for completing a class. This is done by linking a component to an event, and having a component certificate template linked to the component. Component certificates must be set up as a Certificate Component-type document template to be available.

GZ Knowledge Base : [Setting up Document Templates](#)

Document Generation

Mailing Address: _____ Location: _____



DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION

CERTIFICATE OF COMPLETION

The Provider Shall: Furnish a copy of this form to the student.

Students/Licensee: If you are applying for Continuing Education Credits this form must be **MAINTAINED** in your files. **DO NOT SUBMIT TO THE BUREAU OF INSURANCE** unless you are requested to do so to correct a discrepancy in our files.

Providers: Submit a Course Roster to the Bureau of Insurance. Please **DO NOT** include names of students taking the course for Pre-Licensing Education Credit.

Provider Name: _____ Provider #: 6

Course Number: _____ Date of Course: _____

Course Title: _____

Location: Webinar

Total Credit Hours Earned: 3.00

License # _____

Name of Student: _____

Address: _____

I certify that the person named above has completed the above course.

Signed: _____ Telephone # _____
Approved Signature of Provider Official

Date: _____

ce6(1/11)

Access the component certificate template in Setup -> Document Generation Templates -> ContinuingEducationUnit.docx, or create your own.

See [Continuing Education/Certificates Merge Fields](#) for available merge fields for use in Component Certificate Templates.

Roster Templates

Many certifying bodies like state governments and national organizations require proof that an individual has attended a training class. In GrowthZone, you can create rosters for events that are linked to certification components by using the Mail Merge option on the **Continuing Education Roster Report**.

GZ Knowledge Base: [Setting up Document Templates](#)

Roster Templates

GrowthZone has a template called **CertificationRoster.docx**. You can make a copy of this document and edit it or upload your own file using merge fields.

See [Continuing Education/Certificates Merge Fields](#) for available merge fields for use in Component Certificate Templates.

Automatic messages may be configured to be sent in response to certain actions. For example, an automated message may be sent to a member when they complete a component by attending an event. Your database is pre-configured with automatic messages, which you may use "as-is" or customize to meet your needs.

GZ Knowledge Base: [Automated Messaging](#)

The following automated message templates should be reviewed, customized if needed, and set for delivery:

- ✓ Registered Event Attendee
- ✓ Unregistered Event Attendee
- ✓ Certification Component Completed

GZ Knowledge Base: [Automated Messaging](#)

Create a Certification

Certification Checklist:

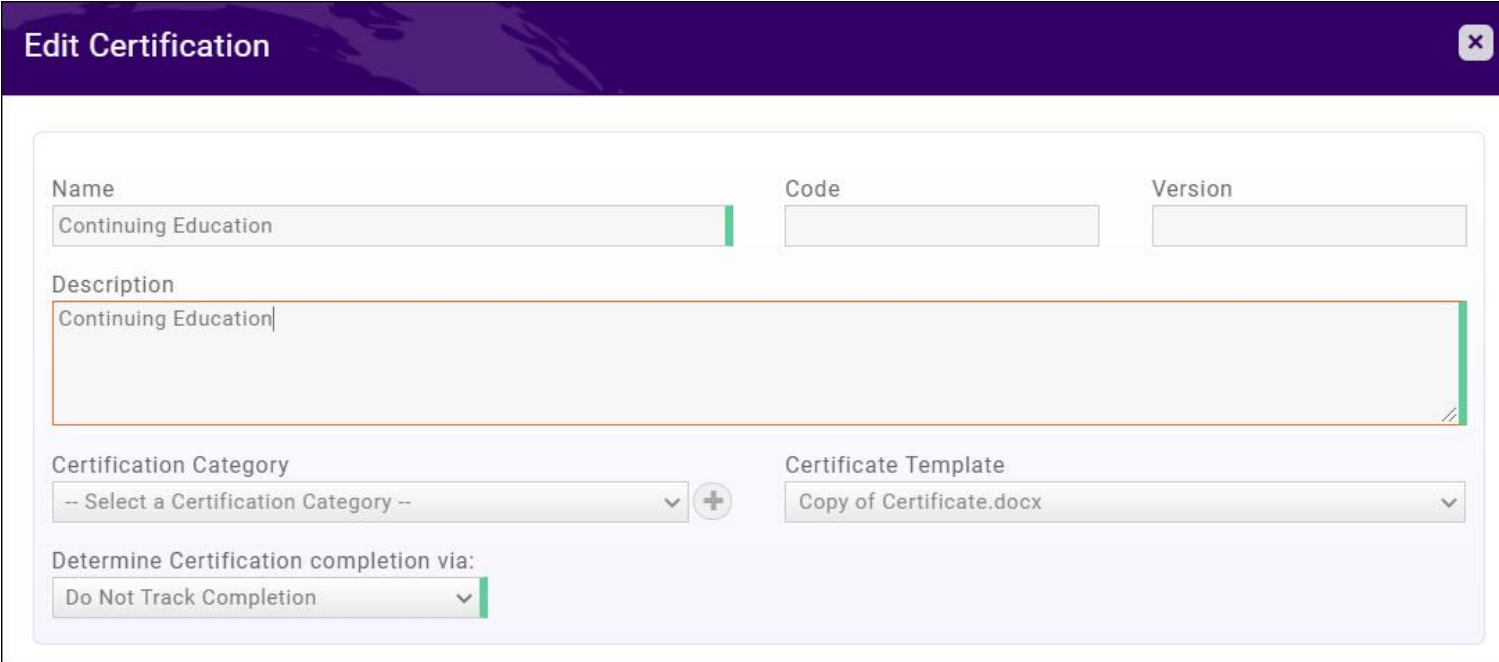
- ✓ Certification Name:
Continuing Education or Ongoing Continuing Education
- ✓ Description:
Continuing Education or Ongoing Continuing Education
- ✓ Determine Certification completion via:
Do Not Track Completion*

*We are only tracking ongoing continuing education; the certification itself will not be completed.

GZ Knowledge Base: [Add a Certification](#)

Create a Certification

Because of the simple set-up, we are not using most of the fields within this area. The key details such as the certificate template, credits, etc., will be set-up within the components.



The screenshot shows a web interface titled "Edit Certification" with a close button in the top right corner. The form contains the following fields:

- Name:** A text input field containing "Continuing Education".
- Code:** An empty text input field.
- Version:** An empty text input field.
- Description:** A large text area containing "Continuing Education".
- Certification Category:** A dropdown menu with the text "-- Select a Certification Category --" and a plus sign icon to its right.
- Certificate Template:** A dropdown menu with the text "Copy of Certificate.docx".
- Determine Certification completion via:** A dropdown menu with the text "Do Not Track Completion".

Set Certification as Default

Setup -> Continuing Education -> General Settings

[Back to Setup](#)

Continuing Education General Settings Save

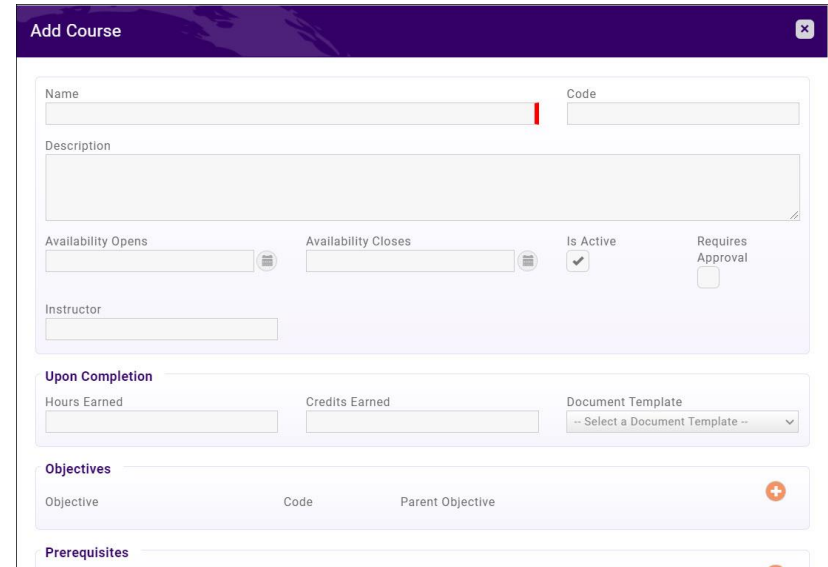
Send 'Certification Expiring' Emails n Days Before Expiration <input type="text" value="60"/>	List/Committee that receives Admin Review Required email <input type="text" value="-- Select a List/Committee that receives Admin Review Rec --"/> +	Default Certificate Template <input type="text" value="-- Select a Default Certificate Template --"/>
Default Certification <input type="text" value="Continuing Ed Program"/>	Enroll Attendees To All Relevant Certifications <input checked="" type="checkbox"/>	

GZ Knowledge Base : [Continuing Education General Settings](#)

Create Components

Components are individual items that count towards the continuing education. For most users, components are typically **courses**, and are not tying in exams, tasks, or objectives. GrowthZone subscribers providing a certificate for each course must link their created certificate component template to the individual components.

GZ Knowledge Base: [Add a Component](#)

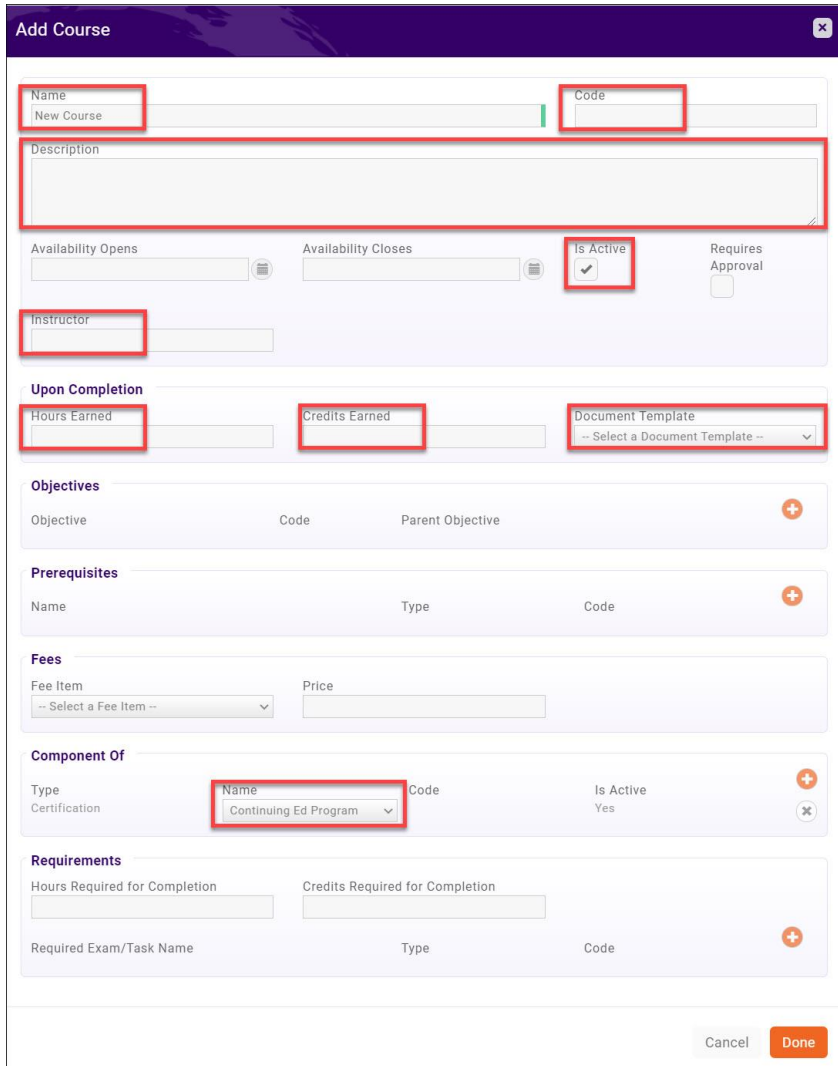


The screenshot shows the 'Add Course' form with the following fields and sections:

- Name** and **Code** text input fields.
- Description** text area.
- Availability Opens** and **Availability Closes** date pickers.
- Is Active** checkbox (checked).
- Requires Approval** checkbox (unchecked).
- Instructor** text input field.
- Upon Completion** section:
 - Hours Earned** text input field.
 - Credits Earned** text input field.
 - Document Template** dropdown menu (selected: "-- Select a Document Template --").
- Objectives** section with a table:

Objective	Code	Parent Objective
- Prerequisites** section (partially visible).

Create Components



The screenshot shows the 'Add Course' form with the following fields and sections:

- Name:** Text input field with 'New Course' entered.
- Code:** Text input field.
- Description:** Large text area.
- Availability:** Includes 'Availability Opens', 'Availability Closes', 'Is Active' (checked), and 'Requires Approval' (unchecked).
- Instructor:** Text input field.
- Upon Completion:** Includes 'Hours Earned', 'Credits Earned', and 'Document Template' (dropdown menu).
- Objectives:** Table with columns 'Objective', 'Code', and 'Parent Objective'.
- Prerequisites:** Table with columns 'Name', 'Type', and 'Code'.
- Fees:** Includes 'Fee Item' (dropdown) and 'Price' (text input).
- Component Of:** Includes 'Type' (dropdown), 'Name' (dropdown with 'Continuing Ed Program' selected), 'Code', and 'Is Active' (Yes).
- Requirements:** Includes 'Hours Required for Completion', 'Credits Required for Completion', and a table with columns 'Required Exam/Task Name', 'Type', and 'Code'.

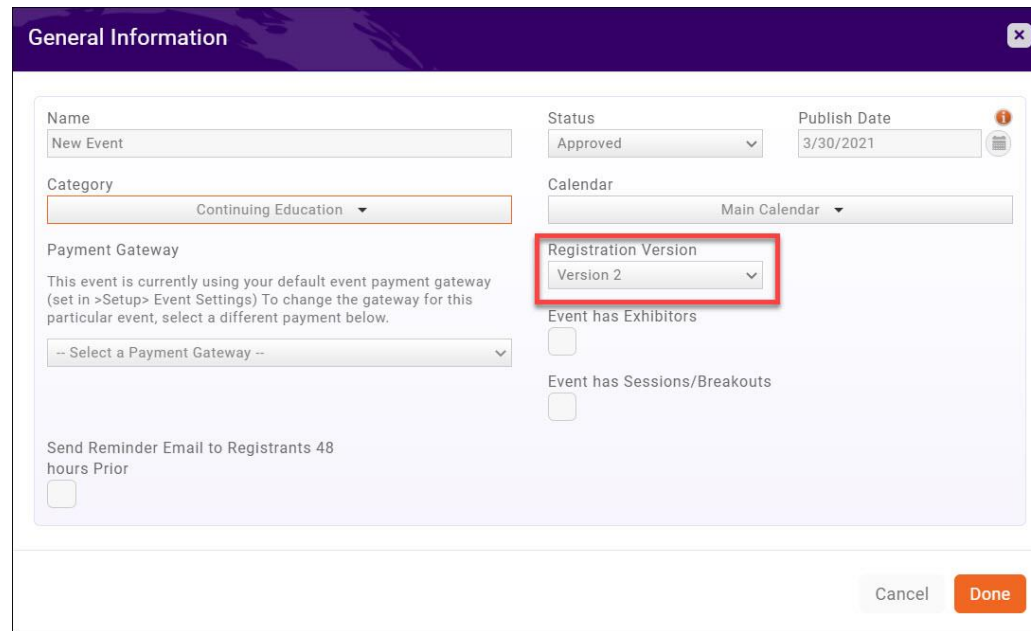
Buttons at the bottom: Cancel, Done.

Because we are keeping things simple in relation to tracking, many fields are not used but the following should be completed:

- ✓ **Name** – Enter the course name for component.
- ✓ **Code** – Enter the course code (optional)
- ✓ **Description** – Enter the course description (optional)
- ✓ **Is Active** – Should be checked for all active courses.
- ✓ **Instructor** – Optional field to enter course instructor.
- ✓ **Hours Earned / Credits Earned** – Enter either or both based on requirements.
- ✓ **Documentation Template** – Attach component certificate template created/customized previously.
- ✓ **Component Of** – This must be attached by selecting your Continuing Education Certification. (If default certification is selected in General Settings, this will automatically populate.) **If not attached, attendees will not be enrolled or receive credit.**

Events/Education Classes

NOTE: Always use version 2 of the registration. Key features are tied to this version which include the option to utilize custom fields attached to registration and certificates.



The screenshot shows a 'General Information' form for an event. The form includes the following fields and options:

- Name:** New Event
- Status:** Approved
- Publish Date:** 3/30/2021
- Category:** Continuing Education
- Calendar:** Main Calendar
- Payment Gateway:** -- Select a Payment Gateway --
- Registration Version:** Version 2 (highlighted with a red box)
- Event has Exhibitors:**
- Event has Sessions/Breakouts:**
- Send Reminder Email to Registrants 48 hours Prior:**

Buttons: Cancel, Done

GZ Knowledge Base: [Select Event Registration Version](#)

Additional Attendee Setup Options:

- Registration Form Settings
- Custom Fields
- Registration Types: Free, Simple Paid, Table/Team, Advanced
- Registration Discounts
- Additional Items
- Instructions and Confirmation Messaging




Custom Fields

Individual Custom Fields: If using the individual custom fields like License Number or National Producer Number you must ensure that 'Is for Attendee' is selected as an additional property and apply to specific registration types under advanced settings.

Event Custom Fields: Any event specific custom fields can be tied to registration and pulled into event reporting for specific event. These custom event fields can be tracked via reports but will not merge into event certificates.

Add Components to Events

Once the event is created, you can attach the appropriate component to it on the Overview tab. This will pull in the component, code, instructor, and hours or credits that will be earned.

Continuing Education 					
Component	Code	Instructor	Hours Earned	Credits Earned	Actions
Test Cert Course 1	ABC123	Shelly Test	2		 

Alternatively, you can create a new component from within the event by clicking the orange “+” and filling out the required fields.

Complete a Component

Marking the attendee as “Attended” in that event will mark that component as completed.

3982314 Christopher March March Ltd, LLC Attended 322 Exhibitor Registration Actions

Certification Program: Test Certification
Contact Name: Christopher March
Certification Status: In progress Started: 3/15/2021
Completed On: Expires:

% Complete: 50
Hours Earned: 2.00
Credits Earned: 0.00

Continuing Education Components

Search... Completed Customize Results... Completed [Clear All]

Type	Name	Hours	Credits	Date Completed	Completed
Course	Test Cert Course 1	2		4/2/2021	✓

Files

Delete Cancel Done

Complete a Component

Alternatively, you can enter Component/Certification Results for individuals via the Tracking tab, or in bulk on the Bulk Entry tab.

Edit Progress Tracker - Claude Monet - GrowthZone Training Certification

Search... Mark All Completed

Items with dark backgrounds have unpaid fees

Type	Name	Description	Approved	Date Completed	Hours	Credits	Completed
Course	GZ Solution Overview			2/8/2019			<input type="checkbox"/>
Course	GZ Communications			2/8/2019			<input type="checkbox"/>
Task	GZ Solution Overview Teachback	GZ Solution Overview Teachback		2/8/2019			<input type="checkbox"/>

Overview Tracking Certifications Components Objectives Bulk Entry

Search... Customize Results... Certifications: GrowthZone Training Certification Components: GZ Solution Overview Teachback Mark All Completed

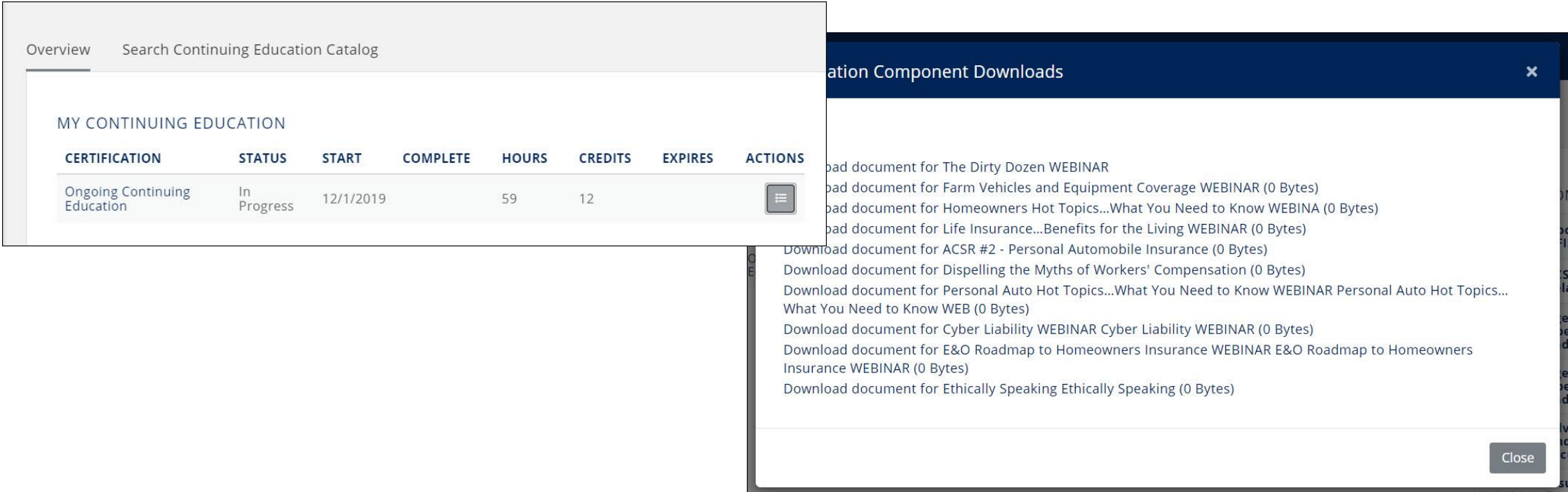
[Clear All]

<input checked="" type="checkbox"/>	Contact Name	Type	Component Name	Description	Code	Certification
<input checked="" type="checkbox"/>	Claude Monet	Task	GZ Solution Overview Teachback	GZ Solution Overview Teachback	3214	GrowthZone Training Certification
<input checked="" type="checkbox"/>	Frank Mayers	Task	GZ Solution Overview Teachback	GZ Solution Overview Teachback	3214	GrowthZone Training Certification

Tracking Progress


When a component is completed, attendees will receive:

- An email with their certificate attached (after being marked as attended by staff)
- Access to their certificates in the Info Hub



Overview Search Continuing Education Catalog

MY CONTINUING EDUCATION

CERTIFICATION	STATUS	START	COMPLETE	HOURS	CREDITS	EXPIRES	ACTIONS
Ongoing Continuing Education	In Progress	12/1/2019		59	12		

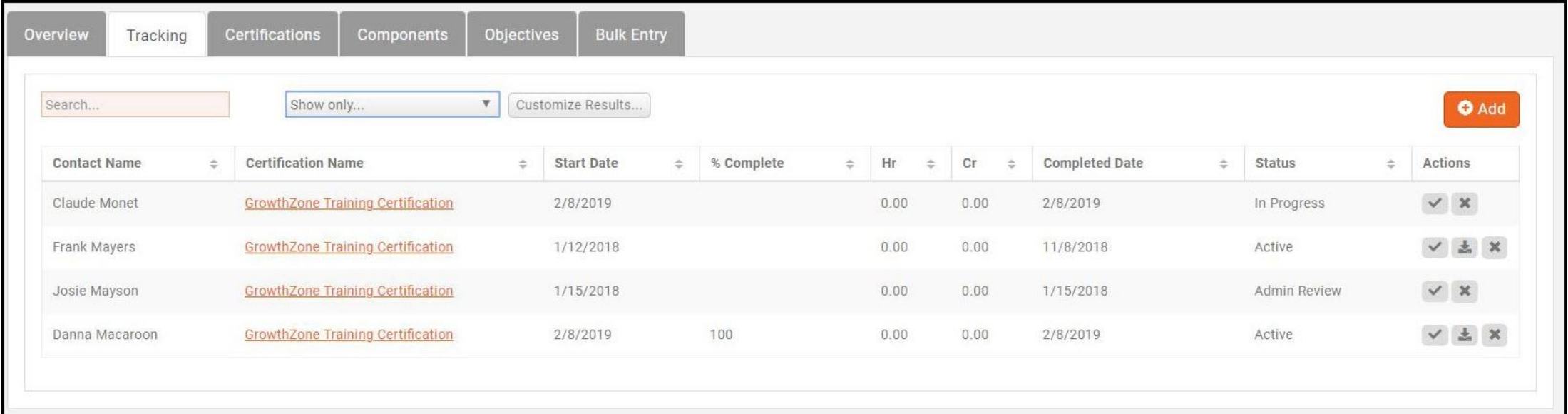
Education Component Downloads

- Download document for The Dirty Dozen WEBINAR
- Download document for Farm Vehicles and Equipment Coverage WEBINAR (0 Bytes)
- Download document for Homeowners Hot Topics...What You Need to Know WEBINAR (0 Bytes)
- Download document for Life Insurance...Benefits for the Living WEBINAR (0 Bytes)
- Download document for ACSR #2 - Personal Automobile Insurance (0 Bytes)
- Download document for Dispelling the Myths of Workers' Compensation (0 Bytes)
- Download document for Personal Auto Hot Topics...What You Need to Know WEBINAR Personal Auto Hot Topics...What You Need to Know WEB (0 Bytes)
- Download document for Cyber Liability WEBINAR Cyber Liability WEBINAR (0 Bytes)
- Download document for E&O Roadmap to Homeowners Insurance WEBINAR E&O Roadmap to Homeowners Insurance WEBINAR (0 Bytes)
- Download document for Ethically Speaking Ethically Speaking (0 Bytes)

Close

Tracking Progress

You can track any/all contact's progress on the **Tracking** tab within the Certifications module.

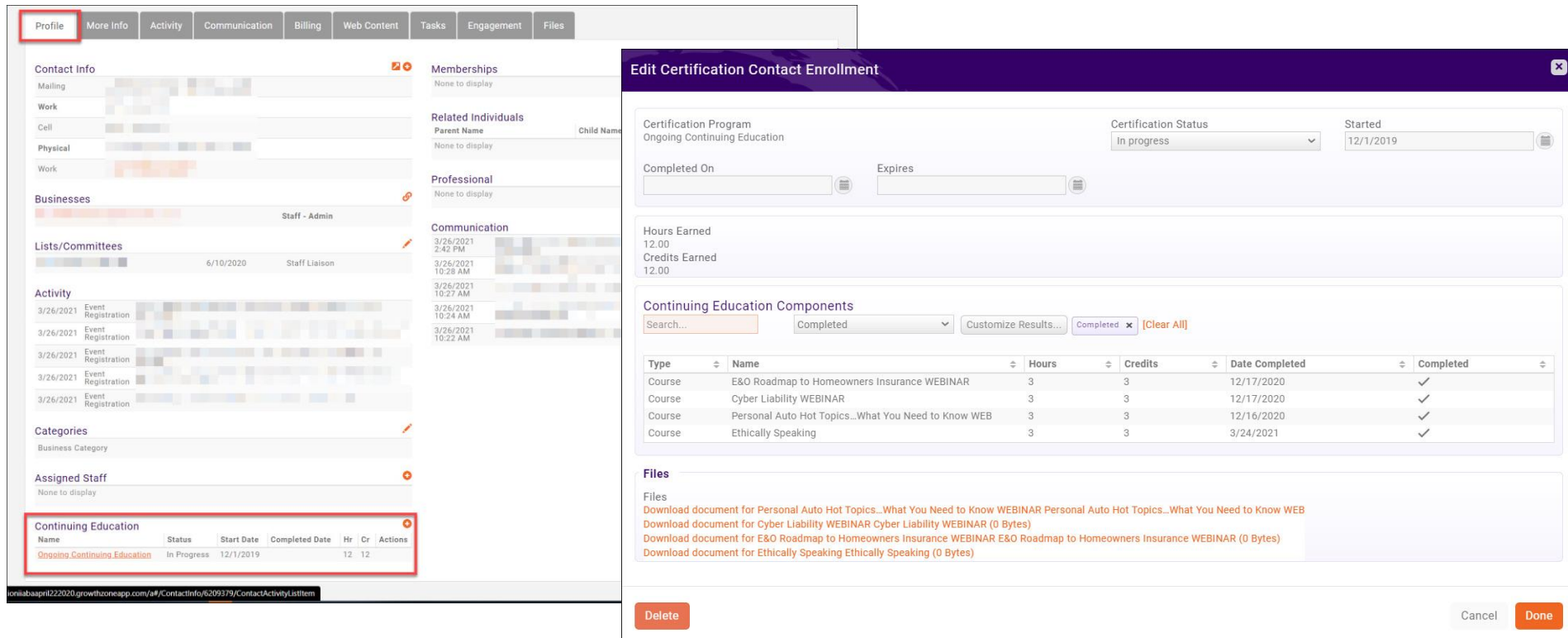


The screenshot shows the 'Tracking' tab in the Certifications module. It features a navigation bar with tabs: Overview, Tracking (selected), Certifications, Components, Objectives, and Bulk Entry. Below the navigation bar is a search and filter area with a search input, a 'Show only...' dropdown, a 'Customize Results...' button, and an 'Add' button. The main content is a table with the following columns: Contact Name, Certification Name, Start Date, % Complete, Hr, Cr, Completed Date, Status, and Actions. The table contains four rows of data.

Contact Name	Certification Name	Start Date	% Complete	Hr	Cr	Completed Date	Status	Actions
Claude Monet	GrowthZone Training Certification	2/8/2019		0.00	0.00	2/8/2019	In Progress	✓ ✕
Frank Mayers	GrowthZone Training Certification	1/12/2018		0.00	0.00	11/8/2018	Active	✓ ⬇ ✕
Josie Mayson	GrowthZone Training Certification	1/15/2018		0.00	0.00	1/15/2018	Admin Review	✓ ✕
Danna Macaroon	GrowthZone Training Certification	2/8/2019	100	0.00	0.00	2/8/2019	Active	✓ ⬇ ✕

Tracking Progress

You can also view a contact's progress and access their certificates via the Profile tab of their contact record.



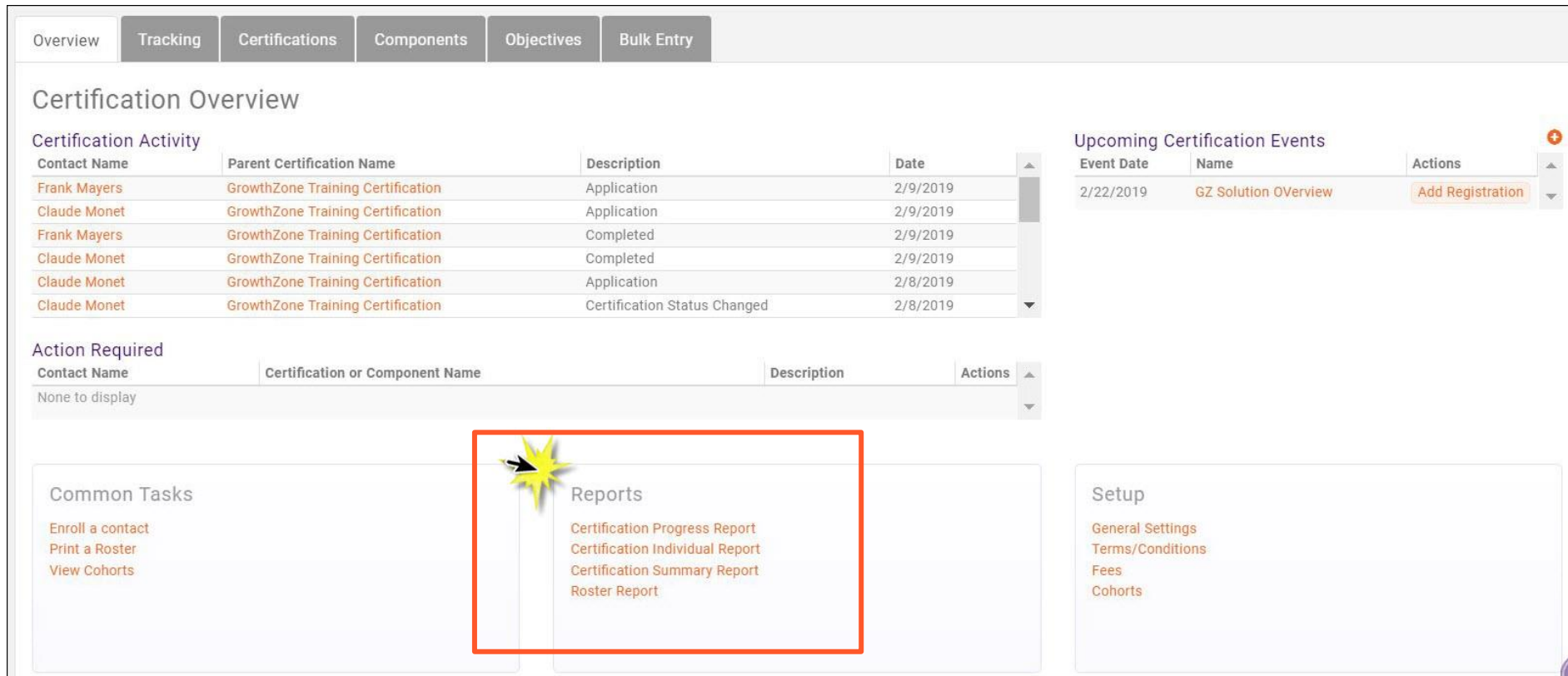
The screenshot displays the GrowthZone software interface. The main window shows a contact's profile with various tabs: Profile, More Info, Activity, Communication, Billing, Web Content, Tasks, Engagement, and Files. The 'Profile' tab is selected and highlighted with a red box. Below the tabs, there are sections for Contact Info, Memberships, Related Individuals, Professional, Communication, Lists/Committees, Activity, Categories, and Assigned Staff. A 'Continuing Education' section is also visible, showing a table with columns for Name, Status, Start Date, Completed Date, Hr, Cr, and Actions. A red box highlights this section.

An 'Edit Certification Contact Enrollment' modal is open, showing details for a certification program. The modal includes fields for Certification Program, Certification Status, Started, Completed On, and Expires. Below these fields, there are sections for Hours Earned, Credits Earned, Continuing Education Components, and Files. The Continuing Education Components section contains a table with columns for Type, Name, Hours, Credits, Date Completed, and Completed. The Files section lists several download links for certificates.

Type	Name	Hours	Credits	Date Completed	Completed
Course	E&O Roadmap to Homeowners Insurance WEBINAR	3	3	12/17/2020	✓
Course	Cyber Liability WEBINAR	3	3	12/17/2020	✓
Course	Personal Auto Hot Topics...What You Need to Know WEB	3	3	12/16/2020	✓
Course	Ethically Speaking	3	3	3/24/2021	✓

Name	Status	Start Date	Completed Date	Hr	Cr	Actions
Ongoing Continuing Education	In Progress	12/1/2019		12	12	

Reports to help you view and analyze status of your certifications are available on the Certifications **Overview** tab.



The screenshot displays the 'Certification Overview' tab in the GrowthZone software. The interface includes a navigation bar with tabs for Overview, Tracking, Certifications, Components, Objectives, and Bulk Entry. The main content area is divided into several sections:

- Certification Activity:** A table listing certification activities for contacts like Frank Mayers and Claude Monet, including parent certification names, descriptions, and dates.
- Upcoming Certification Events:** A table showing an event on 2/22/2019 for 'GZ Solution Overview' with an 'Add Registration' button.
- Action Required:** A section indicating no actions are currently required.
- Common Tasks:** A list of tasks such as 'Enroll a contact', 'Print a Roster', and 'View Cohorts'.
- Reports:** A section highlighted with a red box and a yellow starburst icon, containing links for 'Certification Progress Report', 'Certification Individual Report', 'Certification Summary Report', and 'Roster Report'.
- Setup:** A section with links for 'General Settings', 'Terms/Conditions', 'Fees', and 'Cohorts'.

The Continuing Education Progress Report will provide an understanding of how an individual contact, or multiple contacts are progressing towards certification or participation in continuing education programs. The report may be filtered to a specific certification program, certification component, status, etc.

Contact Name	Default Email	Default Phone	Certification Type Name	Certification Code	Certification Status	Certification Category	Enrollment Date	Component Name	Component Code	Component Type	Completion Status	% Completed
Stephen Wong			GrowthZone Certified Trainer		In Progress		3/19/2019	GrowthZone Solution Overview		Course		0
Stephen Wong			GrowthZone Certified Trainer		In Progress		3/19/2019	GrowthZone Solution Overview Teachback		Task		0
Stephen Wong			GrowthZone Certified Trainer		In Progress		3/19/2019	GrowthZone - Working with Lists & Committees		Course		0
Bill Petterson	billp@mailinator.com		GrowthZone Certified Trainer		Active		3/18/2019	GrowthZone - Working with Lists & Committees		Course	Completed	100
Bill Petterson	billp@mailinator.com		GrowthZone Certified Trainer		Active		3/18/2019	GrowthZone Solution Overview Teachback		Task	Completed	100
Bill Petterson	billp@mailinator.com		GrowthZone Certified Trainer		Active		3/18/2019	GrowthZone Solution Overview		Course	Completed	100
Count	6											

Reporting

Using the **Certification Summary Report**, you can generate a list of all of your certifications and their associated settings (i.e. fees associated to the certification, whether the certification requires approval, number of contacts with active certificates, and so on). This report may be a quick way to verify settings for your certification programs.

Certification Name	Requires Approval	Price	Fee Item	Component Name	Component Price	Component Fee Item	Component Exam Type	Number Enrolled	Number Enrolled but not completed	Number Active	Number Expired	Number Requiring Approval	Number of Objectives
Advanced GrowthZone Certification Training	Yes							2	2			1	
GrowthZone Training Certification	Yes	1200.00	Certification Fee	GZ Solution Overview	50.00	Certification Fee		8	6	2			
GrowthZone Training Certification	Yes	1200.00	Certification Fee	GZ Communications	50.00	Certification Fee		8	6	2			
GrowthZone Training Certification	Yes	1200.00	Certification Fee	GZ Solution Overview Teachback				8	6	2			
GrowthZone Training Certification	Yes	1200.00	Certification Fee	GrowthZone Setting Up Billing				8	6	2			
Count	5												

The **Certification Individual Report** provides a way for you to filter to an individual contact or organization, and display all certifications, components and/or objectives the individual has met, as well as completion date. As with all reports, this report can be printed or emailed, if you need to send it to the participant or other interested parties.

Back Run Report

Continuing Education Individual Report

Contact: Greg Larson MN Organization: Show Only Active Certifications:

Certification Enrollment Date: No Dates Selected Membership Type: -- Select a Membership Type -- Membership Start Date: No Dates Selected

Additional Criteria / Filters: +

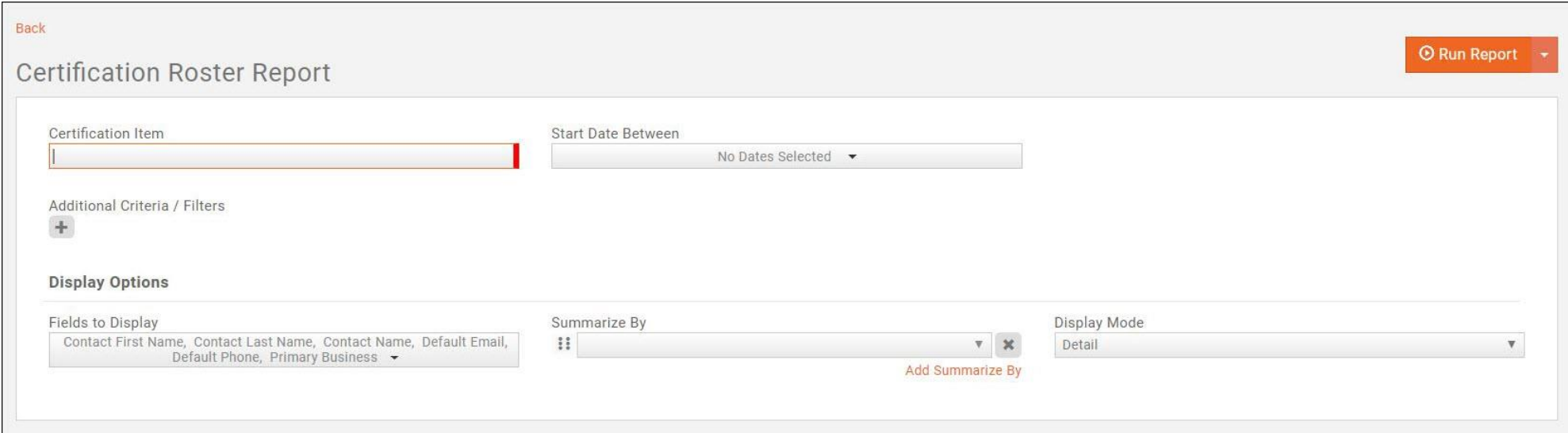
Display Options

Fields to Display: Certification Category, Certification Code, Certification Status, Certification Type Name, Exam Score, Expiration Date, Contact Name, Default Email, Default Phone Summarize By: Add Summarize By Display Mode: Detail

Results: 6

Contact Name	Default Email	Default Phone	Certification Type Name	Certification Code	Certification Status	Certification Category	Expiration Date	Exam Score
Greg Larson	greg@mailinator.com		GrowthZone Training Certification	1234	Admin Review	General Certifications	11/6/2021	
Greg Larson	greg@mailinator.com		GrowthZone Training Certification	1234	Admin Review	General Certifications	11/6/2021	
Greg Larson	greg@mailinator.com		GrowthZone Training Certification	1234	Admin Review	General Certifications	11/6/2021	
Greg Larson	greg@mailinator.com		GrowthZone Training Certification	1234	Admin Review	General Certifications	11/6/2021	

Many certifying bodies like state governments and national organizations require proof that an individual has attended a training class. In GrowthZone, you can create rosters for events that are linked to certification components by using the Mail Merge option on the **Certification Roster Report**.

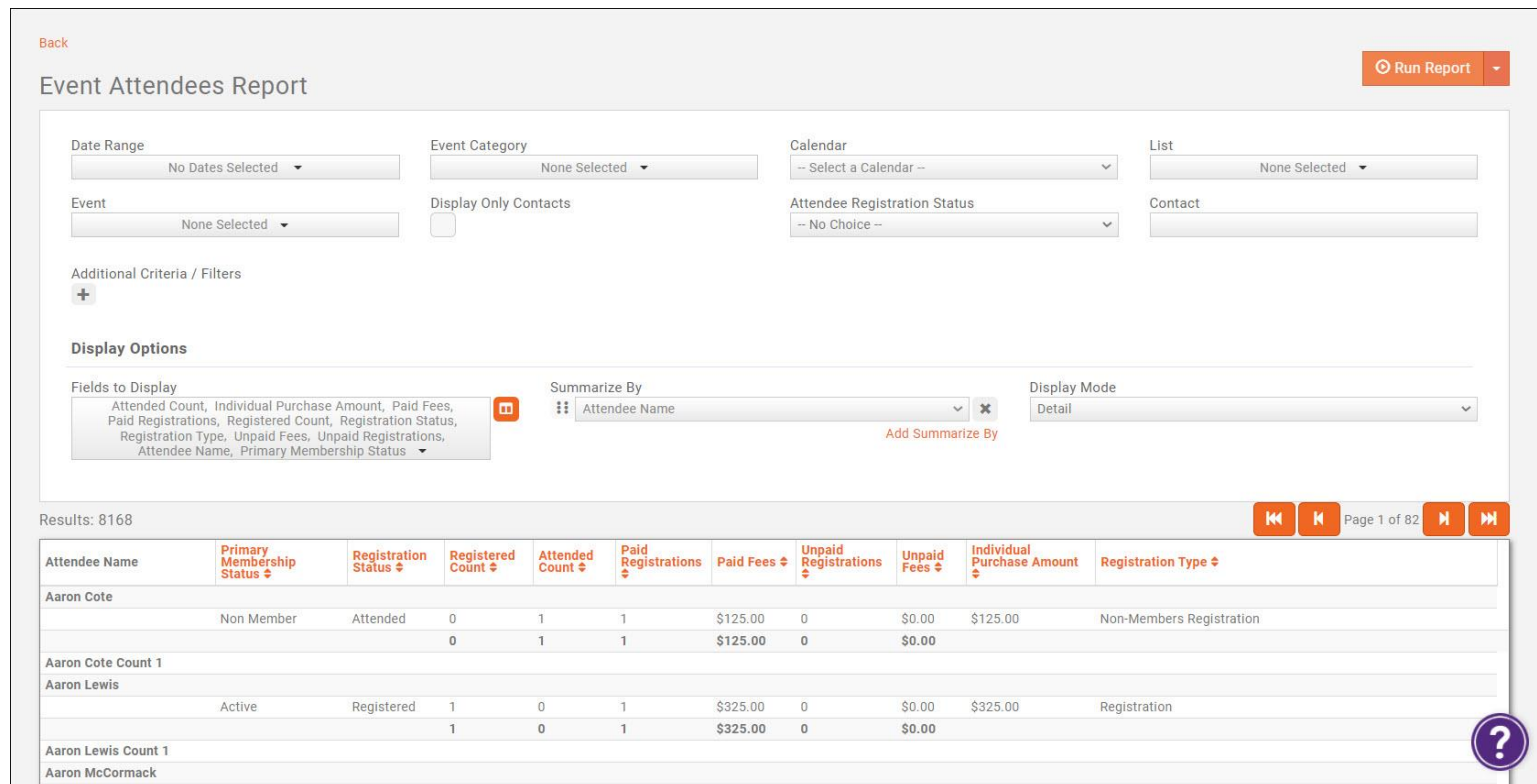


The screenshot shows the 'Certification Roster Report' configuration page. At the top left is a 'Back' link. The title 'Certification Roster Report' is centered, and a 'Run Report' button is at the top right. The main configuration area includes:

- Certification Item:** A text input field.
- Start Date Between:** A date range selector currently showing 'No Dates Selected'.
- Additional Criteria / Filters:** A section with a plus sign icon to add filters.
- Display Options:**
 - Fields to Display:** A list of fields including 'Contact First Name', 'Contact Last Name', 'Contact Name', 'Default Email', 'Default Phone', and 'Primary Business'.
 - Summarize By:** A dropdown menu with an 'Add Summarize By' link below it.
 - Display Mode:** A dropdown menu currently set to 'Detail'.

Reporting

The Event Attendees Report provides information on what events (classes) a contact has attended. It can be filtered and/or summarized by date, category, calendar, list, event, registration status, and more.



The screenshot shows the 'Event Attendees Report' interface. At the top right is a 'Run Report' button. Below it are several filter sections: 'Date Range' (No Dates Selected), 'Event Category' (None Selected), 'Calendar' (Select a Calendar), 'List' (None Selected), 'Event' (None Selected), 'Display Only Contacts' (checkbox), 'Attendee Registration Status' (No Choice), and 'Contact'. There is also an 'Additional Criteria / Filters' section with a plus icon. The 'Display Options' section includes 'Fields to Display' (a list of fields with an add icon), 'Summarize By' (Attendee Name), and 'Display Mode' (Detail). Below the filters, it shows 'Results: 8168' and navigation controls. The main data table has the following columns: Attendee Name, Primary Membership Status, Registration Status, Registered Count, Attended Count, Paid Registrations, Paid Fees, Unpaid Registrations, Unpaid Fees, Individual Purchase Amount, and Registration Type. The table contains data for Aaron Cote (Non Member, Attended, 0 Registered, 1 Attended, 1 Paid Registration, \$125.00 Paid Fees, 0 Unpaid Registrations, \$0.00 Unpaid Fees, \$125.00 Individual Purchase Amount, Non-Members Registration) and Aaron Lewis (Active, Registered, 1 Registered, 0 Attended, 1 Paid Registration, \$325.00 Paid Fees, 0 Unpaid Registrations, \$0.00 Unpaid Fees, \$325.00 Individual Purchase Amount, Registration). There are also count rows for each attendee. A help icon is visible in the bottom right corner of the table area.

Attendee Name	Primary Membership Status	Registration Status	Registered Count	Attended Count	Paid Registrations	Paid Fees	Unpaid Registrations	Unpaid Fees	Individual Purchase Amount	Registration Type
Aaron Cote	Non Member	Attended	0	1	1	\$125.00	0	\$0.00	\$125.00	Non-Members Registration
Aaron Cote Count 1			0	1	1	\$125.00	0	\$0.00		
Aaron Lewis	Active	Registered	1	0	1	\$325.00	0	\$0.00	\$325.00	Registration
Aaron Lewis Count 1			1	0	1	\$325.00	0	\$0.00		
Aaron McCormack										

Knowledge Base Article

[Continuing Education Use Case: A Simple Setup](#)

Questions?



Customer Service Hours:

Monday-Friday: 8am to 5pm (Central)

GZSupport@growthzone.com

800.825.9171, Option 4, then 2

Online Support Documentation:

[GrowthZone Knowledge Base»](#)

Training Calendar:

[View Training Event Calendar »](#)

Live Chat:

[GrowthZone Support Portal \(chat on far right\) »](#)