

# **Accessing Your Program Data (Program Registration System)**



**August 2023  
Marian Kile**

CSUS.edu/rensoc

The Fab Fall  
Catalog is Here!

The Recorder  
Newsletter

2023  
Scholarship  
Recipients

Donate!  
Scholarships,  
Food Pantry  
and More!

### Who is the Renaissance Society?

Learn. Connect. Share.

The Renaissance Society of Sacramento provides opportunities for participatory lifelong learning and community engagement for older adults. Our learning opportunities include programs on widely varied subjects proposed and presented by our members.

We also are involved with Sac State in many helping ways to provide more learning opportunities, such as providing scholarships or volunteering for many Sac State departments.

We offer a wide variety of programs, five days a week. For the Fall 2023 semester, programs on Zoom are offered Mondays through Thursdays. Other programs will be on the Sac State campus on Fridays; some will be in-person only, while others will be a combination of in-person and Zoom.

Online Registration

The Fall Catalog

Get the July-August Recorder

### Interested? Get Info Here!

Browse the Fall 2023 Catalog!

Fall 2023-Spring 2024 Memberships Now Open!

Virtual Parking Permits

Program Basics and Tips

FAQs & History

Our Board & Governance

Read the Annual Report! PDF

### Learn. Connect. Share.

Forum, Summer and Other Recordings

Online Learning Resources

Get Involved: Volunteer.

Cool Campus Tree Map PDF

The Renaissance  
Society of Sacramento  
**fall.catalog.2023**

### The Renaissance Society Calendar

Mon, Aug 14  
Program Enrollment Begins

Mon, Aug 14  
Scholarship Committee meets

Wed, Aug 16



## The Renaissance Society - Member Home

### SIGN ME IN

Renew Membership  
Choose Seminars

Sign In

[Help Me Login](#)

### SIGN ME UP

New Members

Sign Up

Click here to login as Admin





[Member Home](#)

## Administrative Portal

Use your email that is associated with your program in the catalog

Please Login using your CCE Account.

\* User Name:

mariankile@yahoo.com

\* Password:

\*\*\*\*\*

Use your designated password for accessing the PRS

Log In

Click on Log In

Click on the current year

## Administrative Portal

Event Title	Start Date	End Date
<a href="#">The Renaissance Society of CSUS - Membership Application (2018-19)</a>	6/05/18	12/01/19
<a href="#">The Renaissance Society of CSUS - Membership Application (2019-20)</a>	6/01/19	6/30/20
<a href="#">The Renaissance Society of CSUS - Membership Application (2020-21)</a>	6/01/20	6/30/21
<a href="#">The Renaissance Society of CSUS - Membership Application (2021-22)</a>	6/01/21	6/30/22
<a href="#">The Renaissance Society of CSUS - Membership Application (2022-23)</a>	6/01/22	6/30/23
<a href="#">The Renaissance Society of CSUS - Membership Application (2023-24) [CURRENT YEAR]</a>	6/01/23	6/30/24



Only shows years where  
you have lead a program  
using that email



## Administrative Portal

### The Renaissance Society of CSUS - Membership Application (2023-24)

[Event List](#) [Programs](#)

[Open Form \(admin mode\)](#) [Print Table](#)

#### MONDAY - THURSDAY SHARED INTEREST GROUPS (SIGS) - ZOOM ONLY

Program Name	Dates	Times	E	EM	W	WM	HC
2023							
<a href="#">Kindle Unlimited Book Club</a>	9/18/23 - 12/18/23	9:30 AM - 11:30 AM	0	1	0	25	
<a href="#">Third Tuesday of the Month Book Club</a>	9/19/23 - 12/19/23	9:30 AM - 11:30 AM	0	1	0	25	
TOTAL:			0		0		0

#### OVERALL TOTAL

Session	Dates	Times	E	EM	W	WM	HC
TOTAL: 2 Seminars			0		0		0

[Open Form \(admin mode\)](#)

## Program Detail

### Third Tuesday Book Club

The members of the group rotate selecting a book for everyone to read and discuss in an intelligent yet comfortable manner. We review a wide variety of fiction and non-fiction books that are available in the Sacramento Public library system.

#### Delivery Format:

**Dates:** Tue 2/21/23 - Tue 5/16/23, 9:30 AM - 11:00 AM | Tuesday

#### Location:

**Program Lead:** Marian Kile

**Counts:** Attendee Max 1 | Waitlist Max 20

**Final student count:** N/A

**Registration Dates:** 4/18/23 - 6/01/23

[Export students \(excel\)](#) | [Printable Class List \(pdf\)](#) | [Email Class](#)

Export student to Excel

Make a PDF class list

Sent email to all enrollees

### Enrolled

	Name	Email	Phone	Status
1	Ca	m		Enrolled <a href="#">Edit</a>
2	Cr	c		Enrolled <a href="#">Edit</a>
3	Fr	ri		Enrolled <a href="#">Edit</a>
4	Fu	fu		Enrolled <a href="#">Edit</a>
5	Gi	a		Enrolled <a href="#">Edit</a>
6	Ko	S		Enrolled <a href="#">Edit</a>
7	Kr	e		Enrolled <a href="#">Edit</a>
8	Me	m		Enrolled <a href="#">Edit</a>
9	Ne	L		Enrolled <a href="#">Edit</a>
10	Nu	p		Enrolled <a href="#">Edit</a>
11	Pa	p		Enrolled <a href="#">Edit</a>
12	Re	J		Enrolled <a href="#">Edit</a>
13	Sc	rs		Enrolled <a href="#">Edit</a>
14	Va	c		Enrolled <a href="#">Edit</a>
15	Zir	ju		Enrolled <a href="#">Edit</a>



# Exported Excel Report

LAST_NAME	FIRST_NAME	EMAIL	MEMBER_PHONE	MEMBER_NUMBER	EMERGENCY_CONTACT	EMERGENCY_PHONE	EMERGENCY_NOTES	STATUS	DATE_REGISTERED
Cal	Mi	mcah	530	RS	Ri	530		Enrolled	2023-01-16 13:17:02.02
Cro	Lin	cross	916	RS	Je	916		Enrolled	2023-01-16 20:39:20.573
Fre	Ma	ria15	209	RS	Do	916		Enrolled	2023-01-16 17:26:29.167
Ful	Sus	fullm	916	RS	Ro	916		Enrolled	2023-01-16 10:35:13.423
Gis	Ali	abgis	916	RS	Ch	916		Enrolled	2023-01-17 10:06:35.53
Ko	Sob	Sobh	916	RS	Ar	415		Enrolled	2023-03-10 10:13:51.493
Kra	Eri	erika	916	RS	Do	916		Enrolled	2023-01-17 10:37:05.053
Mc	Ma	mckin	916	RS	Eil	(40	6 Nie in Los Gatos	Enrolled	2023-01-17 10:46:22.897
Ne	Lau	Lauri	916	RS	Fr	209		Enrolled	2023-03-10 09:56:30.31
Nu	Pat	patri	916	RS	M	916		Enrolled	2023-01-18 11:24:35.07
Pa	Pat	patpa	916	RS	La	916		Enrolled	2023-01-17 10:35:39.96
Re	Jan	Janee	530	RS	Ph	530		Enrolled	2023-01-16 10:34:20.813
Sc	Ru	rscod	734	RS	Ar	734	734 14	Enrolled	2023-02-06 18:10:22.173
Va	Pat	cello	206	RS	Au	120	Dau	Enrolled	2023-01-24 10:32:25.377
Zin	Juc	judyz	916	RS	Su	530		Enrolled	2023-01-16 09:13:08.89

You can save this file and if you want to email from your own email system, just copy and paste the emails from here to your mail.

This allows you to attach files if you want.

You can also check the registration date if needed to see who enrolled first if they are on a wait list.



## Caution when sending emails

If you have over 49 enrollees, you should consider using the PRS email system



Some internet providers consider if 50 or more people are getting same email, it might be spam so it goes into the spam folder.

That does not happen with the PRS email system because it is sending out one email to each enrollee.

# Printable Class List

*Renaissance Society - Third Tuesday Book Club - Enrolled Students*

Good to have on hand in  
case of an emergency

**Cal**  
m  
5  
ID: RS10

**Emer**  
Ri  
53

**Cro**  
cl  
9  
ID: RS10

**Emer**  
Jer  
91

**Fre**  
ri  
2  
ID: RS10

**Emer**  
Dc  
91

**Ful**  
fi  
9  
ID: RS10

**Emer**  
Rc  
91

**Gis**  
al  
9  
ID: RS10

**Emer**  
Ch  
91

# Send Email through the PRS

[Send Student Email](#)

An email will be sent to either 15 Enrolled, 0 waitlisted, or All 15 Students in Third Tuesday Book Club .  
The Program leader will get a copy of the email.

\* List: ☐ Enrolled  
☐ Waitlisted  
☒ All

## Choose Enrolled, Waitlist or All

**\* Subject:**

Include program name in subject – doesn't have to be full name

\* Body content:

## Body of the email

Text Color

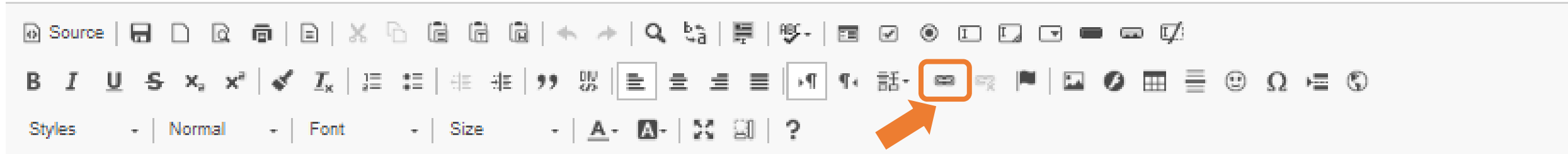
Scroll over the different options to see what they are

Submit Cancel

# Add a link to your email to send a URL

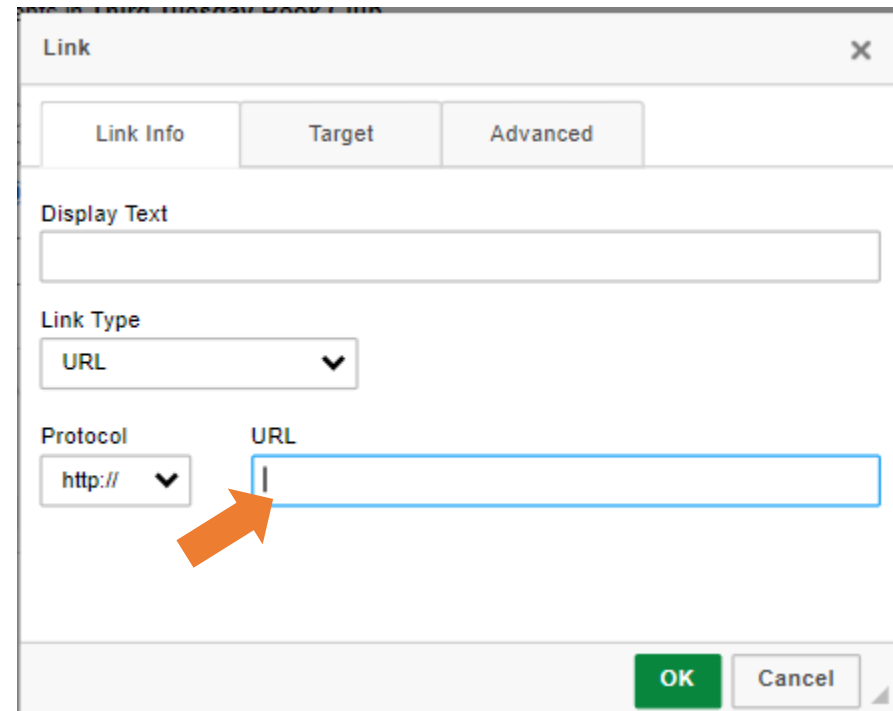
\* Subject:

\* Body content:



The screenshot shows a rich text editor toolbar. The 'Link' icon, which depicts a chain link, is highlighted with an orange square and an orange arrow pointing to it from below. The toolbar includes various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), alignment, indentation, and other editing functions. Below the icons, there are dropdown menus for 'Styles' (set to 'Normal'), 'Font', and 'Size'.

Click on the Link icon and this pop-up menu appears for you to enter the URL.



The 'Link' pop-up menu is displayed with three tabs: 'Link Info', 'Target', and 'Advanced'. The 'Link Info' tab is active. It contains a 'Display Text' field, a 'Link Type' dropdown menu set to 'URL', and a 'Protocol' dropdown menu set to 'http://'. Below the protocol dropdown is a large text input field for the URL, which is currently empty and highlighted with an orange arrow. At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

Program Detail

Third Tuesday Book Club

The members of the group rotate selecting a book for everyone to read and discuss in an intelligent yet comfortable manner. We review a wide variety of fiction and non-fiction that are available in the Sacramento Public library system.

Delivery Format:

Dates: Tue 2/21/23 - Tue 5/16/23, 9:30 AM - 11:00 AM | Tuesday

Location:

Program Lead: Marian Kile

Counts: Attendee Max 1 | Waitlist Max 20

Final student count: N/A

Registration Dates: 1/16/23 - 6/01/23

[Export students \(excel\)](#) | [Printable Class List \(pdf\)](#) | [Email Class](#)  
[Edit session info](#)

Back to this screen - we can also edit the enrollment status

Enrolled

	Name	Email	Phone	Status
1	<a href="#">Cali</a>	<a href="#">mc</a>	530	Enrolled <a href="#">Edit</a>
2	<a href="#">Cro</a>	<a href="#">cro</a>	916	Enrolled <a href="#">Edit</a>
3	<a href="#">Fre</a>	<a href="#">ria</a> <a href="#">com</a>	209	Enrolled <a href="#">Edit</a>

Click Edit on the enrollee, and then choose: Wait Listed or Dropped

[Wait Listed](#) [Dropped](#) [Cancel Edit](#)

Note: You can only edit the status not the member's info

If they are Wait Listed, you can change to Enrolled

#### Wait Listed

Name		Email	Phone	Status
15	<a href="#">G</a> [redacted]	<a href="#">a</a> [redacted]	916-4 [redacted]	<a href="#">Enrolled</a> <a href="#">Dropped</a> <a href="#">Cancel Edit</a>

Wait Listed members are in alpha order, so you might have to export to Excel to see who registered first.

**Access**

**Your**

**Program**

**Data**

**The only real way you learn how to use it!**





**Watch  
For  
Email**

