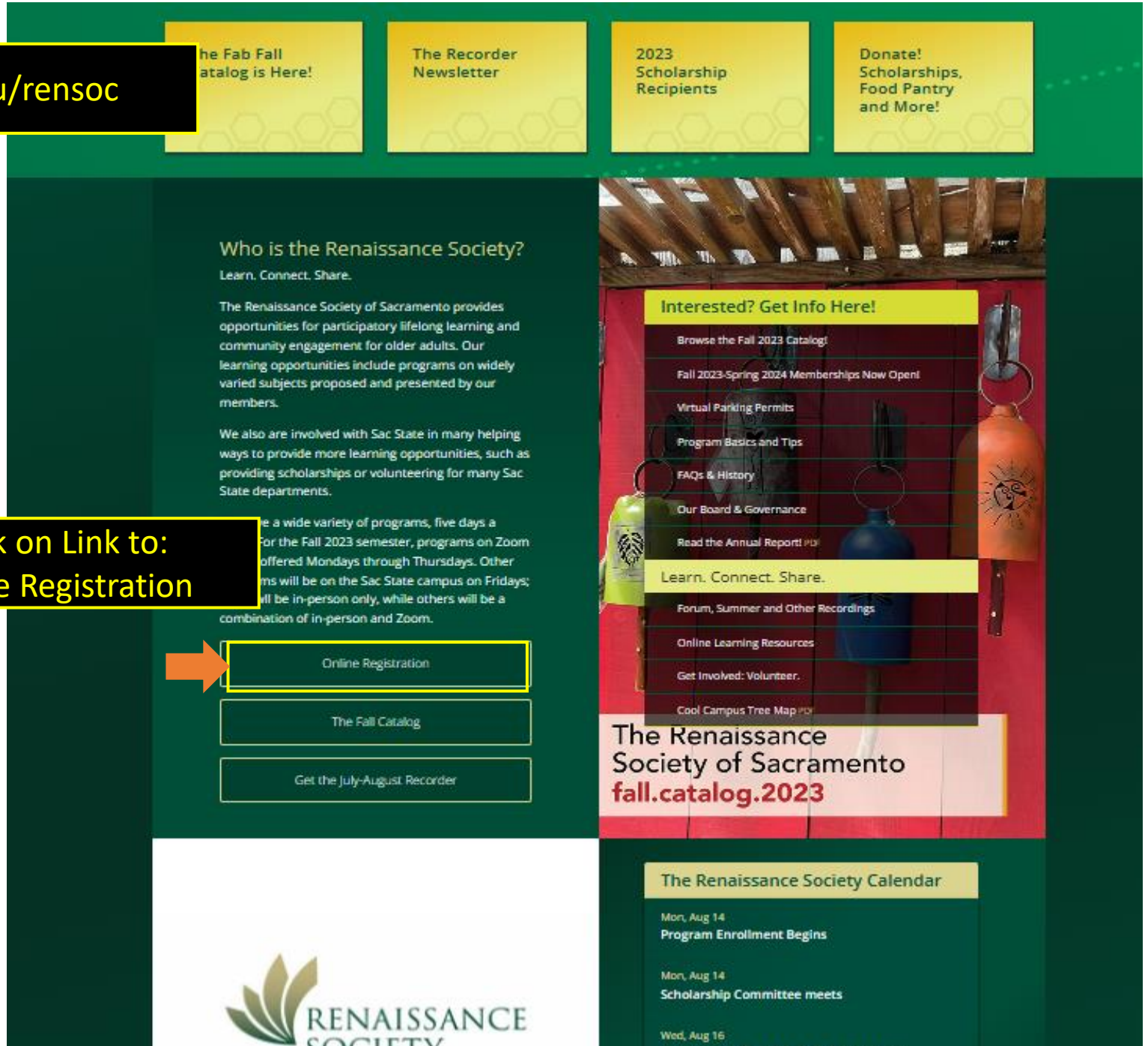
Accessing Your Program Data
(Program Registration System)

August 2023

Marian Kile

CSUS.edu/rensoc

Click on Link to:
Online Registration



RENAISSANCE SOCIETY
SACRAMENTO STATE

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

RENAISSANCE SOCIETY
SACRAMENTO STATE

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: ••••••••••••

Log In

Use your designated password for accessing the PRS

Click on Log In

RENAISSANCE SOCIETY
SACRAMENTO STATE

Log Out
Member Home

Click on the current year

Administrative Portal

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

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

RENAISSANCE SOCIETY
SACRAMENTO STATE

Log Out
Member Home

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							
Kindle Unlimited Book Club	9/18/23 - 12/18/23	9:30 AM - 11:30 AM	0	1	0	25	
Third Tuesday of the Month Book Club	9/19/23 - 12/19/23	9:30 AM - 11:30 AM	0	1	0	25	
		TOTAL:	**0**		**0**		**0**

Click on the program you want

OVERALL TOTAL

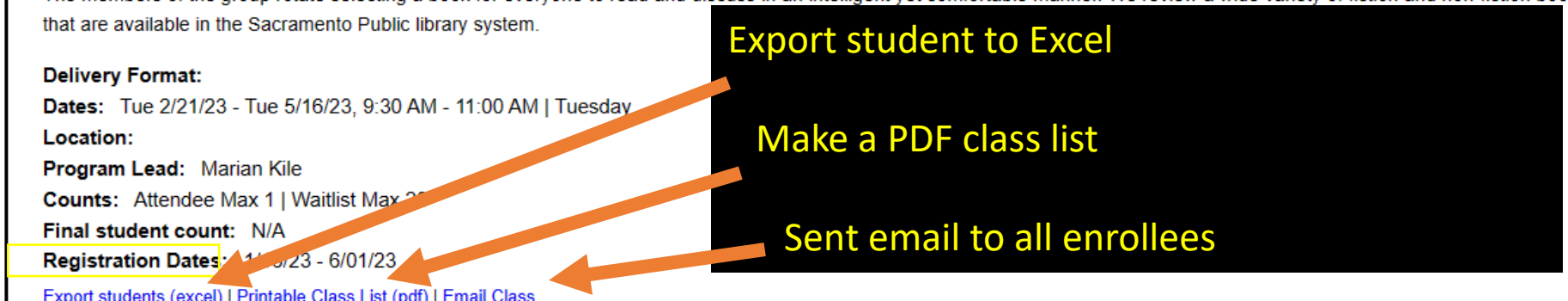
Session	Dates	Times	E	EM	W	WM	HC
TOTAL: 2 Seminars			**0**		**0**		**0**

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
Final student count: N/A
Registration Dates: 23 - 6/01/23

Export students (excel) | Printable Class List (pdf) | Email Class

Enrolled

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

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	RS1	Ri	53		Enrolled	2023-01-16 13:17:02.02
Cro	Lin	cross	916	RS1	Je	91		Enrolled	2023-01-16 20:39:20.573
Fre	Ma	ria15	209	RS1	Dc	91		Enrolled	2023-01-16 17:26:29.167
Ful	Sus	fullm	916	RS1	Rc	91		Enrolled	2023-01-16 10:35:13.423
Gis	Ali	abgis	916	RS1	Ch	91		Enrolled	2023-01-17 10:06:35.53
Ko	Sol	Sobh	916	RS1	Ar	41		Enrolled	2023-03-10 10:13:51.493
Kra	Eri	erika	916	RS1	Dc	91		Enrolled	2023-01-17 10:37:05.053
Mc	Ma	mcki	916	RS1	Ei	(40	Nie in Los Gatos	Enrolled	2023-01-17 10:46:22.897
Ne	Lau	Lauri	916	RS1	Fr	20		Enrolled	2023-03-10 09:56:30.31
Nu	Pat	patri	916	RS1	M	91		Enrolled	2023-01-18 11:24:35.07
Pa	Pat	patpa	916	RS1	La	91		Enrolled	2023-01-17 10:35:39.96
Re	Jan	Janee	530	RS1	Ph	53		Enrolled	2023-01-16 10:34:20.813
Sc	Ru	rscod	734	RS1	Ar	73	734 4	Enrolled	2023-02-06 18:10:22.173
Va	Pat	cello	206	RS1	Au	20	Dau	Enrolled	2023-01-24 10:32:25.377
Zin	Juc	judya	916	RS1	Su	53		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
c
9
ID: RS10

Emer
Jer
91

Fre
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2
ID: RS10

Emer
Dc
91

Ful
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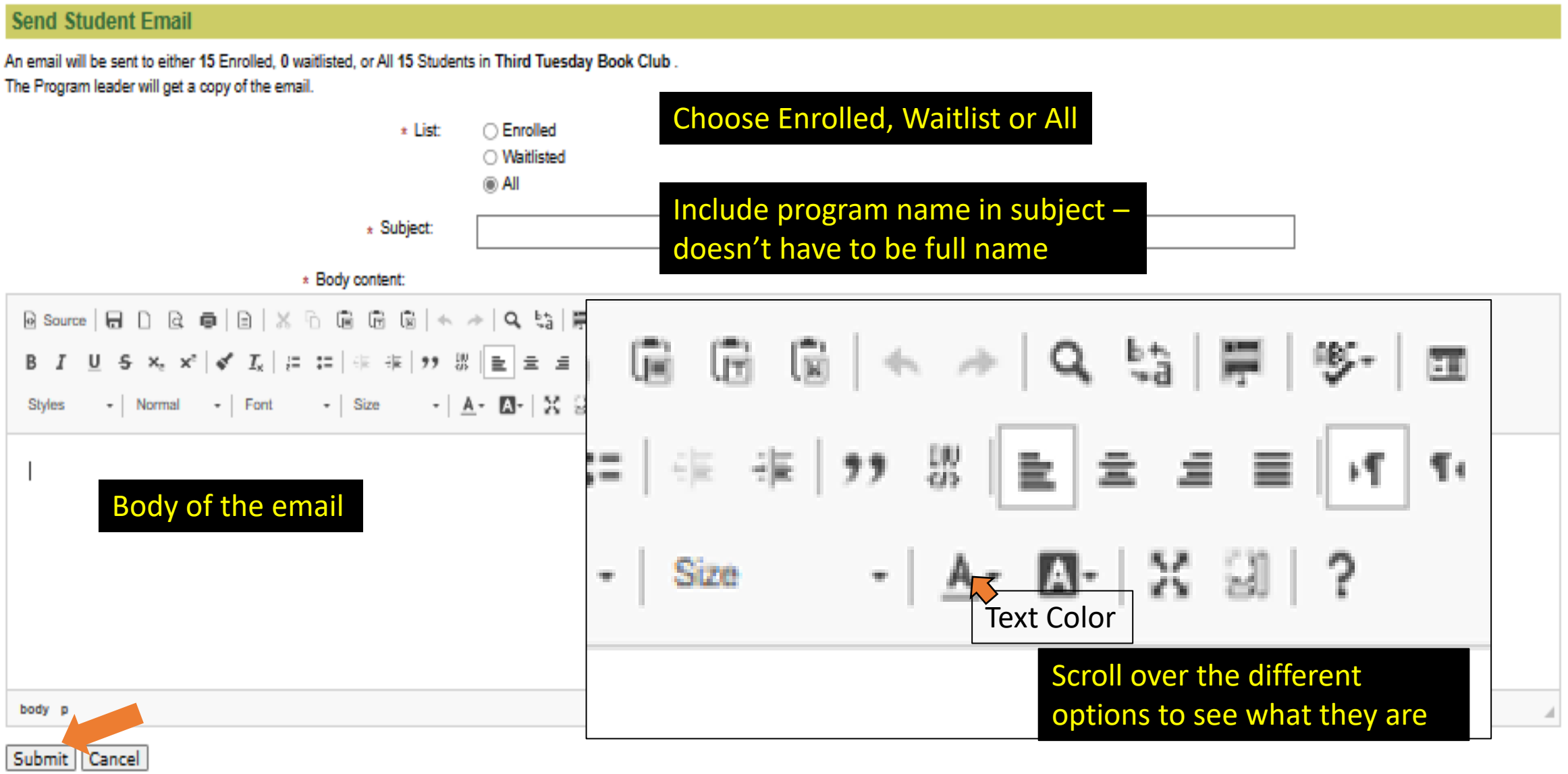
9
ID: RS10

Emer
Rc
91

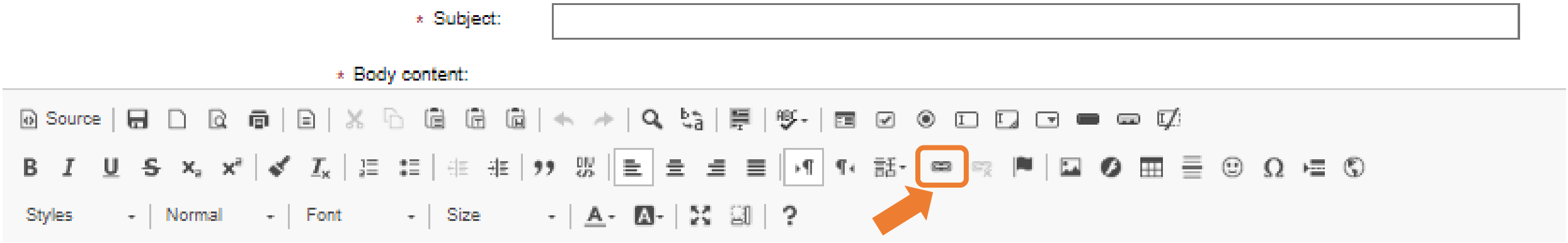
Gis
al
9
ID: RS10

Emer
Ch
91

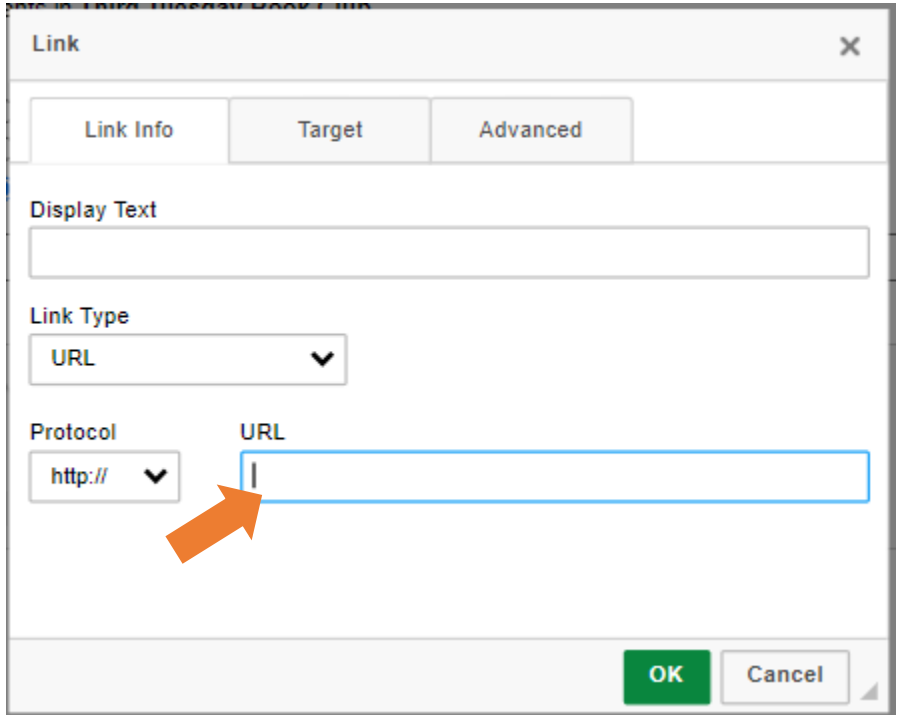
Send Email through the PRS



Add a link to your email to send a URL



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



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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 screne - we can also edit the enrollment status

Enrolled

	Name	Email	Phone	Status	
1	Cal[redacted]	mc[redacted]	530[redacted]	Enrolled	Edit
2	Cro[redacted]	cro[redacted]	916[redacted]	Enrolled	Edit
3	Fre[redacted]	ria1[redacted]com	209[redacted]	Enrolled	Edit

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

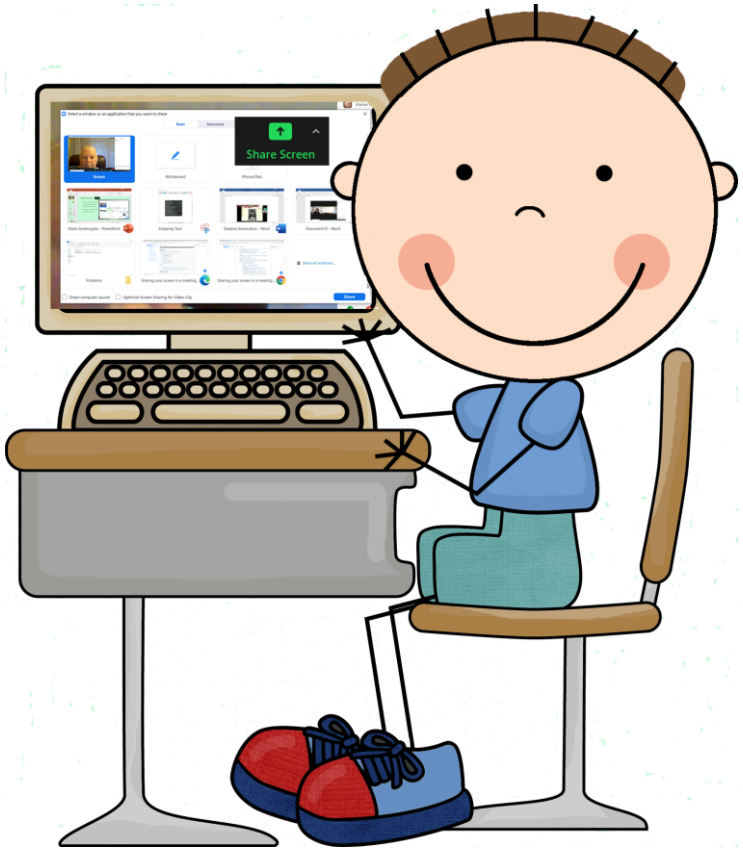
Wait Listed

	Name	Email	Phone	Status
15	G[redacted]	a[redacted]	916-[redacted]	Enrolled Dropped Cancel Edit

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