Whoever creates the Session is automatically listed as the Session Steward (and can edit any of the Session’s tabs and register participants); no other RTC staff need to be entered as Stewards (they automatically have these privileges). When a session is co-sponsored with another region, their staff may be added as Stewards by clicking the green arrow next to Stewards and searching for their Person Record. Check the box next to the person’s name and click the OK button in the bottom right corner. Remove a Steward by clicking the box to the left of their name and clicking the red minus sign. E-Track will ask you confirm this action before proceeding.

Session Registrars are added the same way, but can only register people, not edit sessions. If you wish to select a non-RTC staff person as a Registrar, first contact IHS, the State Training Coordinator, for additional instructions and considerations.
The Browse and Enroll default setting are set at “Global”. This means that anyone can see and enroll in the Session. Session Stewards and Registrars are able to manipulate registrations (cancelling them if necessary). Both the Browse and Enroll settings may be changed to local and assigned a specific level using the organizational hierarchy. Please contact IHS, the State Training Coordinator, for more details about manipulating or limiting registration options.

You are now ready for the instructions, Create a Session – Billing & Cost