

#### Instructions for submitting training rosters online

1. Visit [www.mtsu.edu/sids](http://www.mtsu.edu/sids) and select the "Submit Trainings Online" button.
2. Complete the Trainee Tracking Sheet online. Note: If you are submitting more than 20 trainees at a time you will need to submit additional forms.
3. Once you have completed the form, save the form by selecting the save icon on the top toolbar. The save icon looks like a small disk and is the second icon from the left.
4. Save the file to your desktop. Note: you may rename it as you please.
5. After the file has been saved, please submit it by one of the following steps:
  - a. Open your email browser and send the saved form to [John.Burchfield@mtsu.edu](mailto:John.Burchfield@mtsu.edu)
  - b. If you are using a Desktop Email Application such as Microsoft Outlook Express, Microsoft Outlook, Eudora, or Mail you can select the Submit Form Icon at the bottom of the training roster. An icon will appear for you to choose Desktop Email Application. Select this button and send your roster.

# Trainee Tracking Sheet

Office use only: Course No. \_\_\_\_\_

Please Select Training Type: \_\_\_\_\_

This information will be used in assigning credit for the completion of the course. Complete and review the form closely before sending your training roster online. By selecting the submit button at the bottom of the form, your training will be submitted to MTSU. Certificates will be returned within 2 weeks of the date the roster was submitted.

Instructor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Return Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Number	Participant Name	Last 4 of Social Security Number	Affiliation
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**Contact hour certificates will be mailed to trainers upon receipt of tracking forms.**

Please send completed course evaluations to Attn: Prevention Through Understanding, MTSU University College, MTSU Box 54, Murfreesboro, TN 37132