

## REACH OUT AND READ WISCONSIN HOW TO SEND TRAINING LINKS

**Please note:** Reach Out and Read Wisconsin staff no longer have access to individual passwords.

To invite providers or other staff to the online myROR training, you can either:

1. Send an auto-generated email to the person with their specific training link (page 1)  
or
2. Email a spreadsheet of training links to all providers and other staff (page 2 and 3)

### 1. Email training link directly to a provider or staff member

1. Log-in to [www.myror.org](http://www.myror.org) using your email address and password
2. On the main page, under the announcement section, click the link that says **“Invite all providers to training”**

The screenshot shows a website interface with a blue header that says 'SITE SUMMARY'. Below the header is a light-colored announcement box titled 'Reach Out and Read National Program' dated '2/15/2018'. The announcement text reads: 'WELCOME to the new myROR! We are so excited to bring you and your program this amazing new website in 2018. We hope that the experience is a great improvement and gives you the tools you need to change children and families' lives. We are so excited to bring you more features in the coming years!'. Below the announcement is a navigation bar with two buttons: 'Edit site information and address' and 'Invite all providers to training'. The 'Invite all providers to training' button is circled in red.

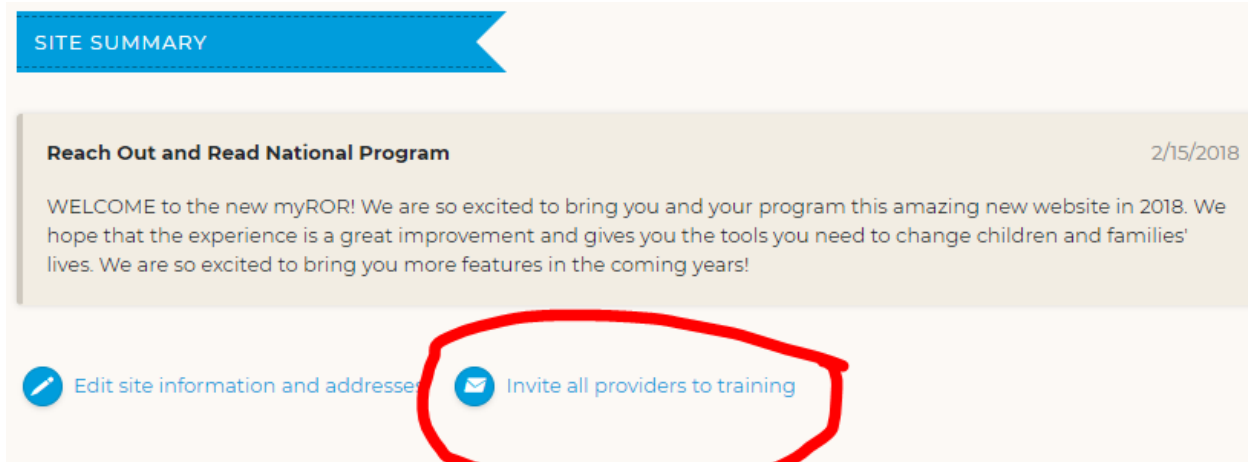
3. Click the second bullet point that says **“Email Invitations”**

The screenshot shows a dialog box titled 'INVITE ALL CONTACTS TO TRAINING' with a close button in the top right corner. The main text says: 'There are **1 providers** at this site who have not yet completed the ROR CME Training.'. Below this text are two bullet points: '• Download links to the CME training. You can distribute these links to providers at your site.' and '• Email invitations with links to the CME training to the providers at your site'. The 'Email invitations' option is circled in red.

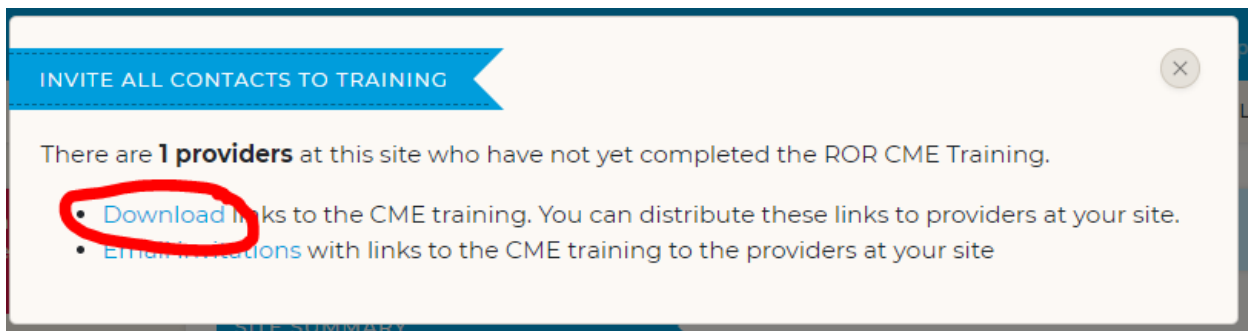
4. When prompted click, **Send Invitation**

## 2. Email spreadsheet of training links to all providers or other staff who need to complete the training

1. Log-in to [www.myror.org](http://www.myror.org) using your email address and password
2. On the main page, under the announcement section, click the link that says “**Invite all providers to training**”



3. Click the first bullet point that says “Download links to the CME training”
4. A spreadsheet will automatically begin downloading



5. When download is complete, save the spreadsheet and email to providers or other staff who still need to complete the online training
6. Please alert staff that if they want CME, they need to designate that when they register for the training

# Sample of downloadable Excel spreadsheet

The image shows a screenshot of an Excel spreadsheet. The ribbon at the top includes FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, and VIEW. The HOME ribbon is active, showing options for Clipboard (Cut, Copy, Paste, Format Painter), Font (Arial, size 11, bold, italic, underline, color), Alignment (Wrap Text, Merge & Center), and Number (General, currency, percentage, decimal places). The formula bar shows 'Contact Name' in cell A1. The spreadsheet grid has columns A through F and rows 1 through 16. Row 1 contains headers: A: Contact Name, B: Contact Email, C: Training Status, D: Training URL. Row 2 contains data: A: [Redacted], B: [Redacted], C: Not started, D: https://www.myror.org/trntk/zWFx8L8HX5gErcjJw7 [Redacted]. Rows 3 through 16 are empty.

	A	B	C	D	E	F
1	Contact Name	Contact Email	Training Status	Training URL		
2	[Redacted]	[Redacted]	Not started	https://www.myror.org/trntk/zWFx8L8HX5gErcjJw7 [Redacted]		
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