

# Accessing Your Program Data (Program Registration System)



**August 2024**

csus.edu/rensoc  
(short cut)

Click on Link to:  
Online Registration

The Renaissance Society

Colleges & Majors > Social Sciences & Interdisciplinary Studies > The Renaissance Society

The New Fall Catalog!

The Recorder Newsletter

Meet the 2024 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, from serious to amusing, proposed and presented by our members.

We also are involved with Sac State to help with more learning opportunities, such as providing scholarships, donating to the ASI Food Pantry, or volunteering for many Sac State departments.

We have a wide variety of programs, five days a week. During the Fall 2024 semester, we are offering programs on Zoom Mondays through Thursdays. Other programs are on the Sac State campus on Fridays; some are in-person only, while others are a combination of in-person and Zoom.

Interested? Get Info Here!

- Browse the stunning Fall Catalog and Helpful PDFs!
- Get Your 2024-2025 Memberships Here!
- Program Basics and Tips
- Virtual Parking Permits
- FAQs & History
- Our Board & Governance
- Read the Annual Report! [H3](#)

Learn. Connect. Share.

- Forum, Summer and Other Recordings
- Online Learning Resources
- Get Involved: Volunteer.
- New Code of Conduct
- Cool Campus Tree Map [H3](#)

Online Registration

The Fall Catalog

Get the July-August Recorder

The Renaissance Society Calendar

- Mon, Aug 12  
Program Enrollment Begins
- Tues, Aug 13  
Resource Development Meetings
- Fri, Aug 16  
Orientation and Open House

RENAISSANCE SOCIETY SACRAMENTO STATE

A yellow box highlights the 'Online Registration' button, and a yellow arrow points to it from the left. Another yellow box highlights the 'Interested? Get Info Here!' section.

## The Renaissance Society - Member Home

### SIGN ME IN

Renew Membership  
Choose Seminars

[Sign In](#)

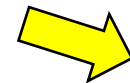
[Help Me Login](#)

### SIGN ME UP

New Members

[Sign Up](#)

Click here to login as Admin



[Login as admin](#)

## Administrative Portal

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

Please Login using your CCE Account.

\* User Name:

\* Password:

Show Password



Click on Log In

Log In



Use the designated passcode for the leader for Admin PRS



[Log Out](#)  
[Member Home](#)

## Administrative Portal

Click on the current year

Event Title	Start Date	End Date
<a href="#">The Renaissance Society of CSUS - Membership Application (2015-16)</a>	7/01/15	6/30/16
<a href="#">The Renaissance Society of CSUS - Membership Application (2016-17)</a>	6/01/16	6/30/17
<a href="#">The Renaissance Society of CSUS - Membership Application (2017-18)</a>	6/01/17	6/30/18
<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)</a>	6/01/23	6/30/24
<a href="#">The Renaissance Society of CSUS - Membership Application (2024-25) [CURRENT YEAR]</a>	6/01/24	6/30/25

Only shows years where  
you have lead a program

## CLOSED PROGRAMS

Click on the program you want

Program Name	Dates	Times	E	EM	W	WM	HC
<b>2024</b>							
<a href="#">Photography As Art</a>	9/04/24 - 11/20/24	10:00 AM - 12:30 PM	12	0	1	20	
<a href="#">Writer's Group I</a>	9/05/24 - 12/05/24	9:30 AM - 11:30 AM	2	0	2	20	
<a href="#">Great Books Shared Interest Group</a>	9/05/24 - 12/05/24	1:30 PM - 3:30 PM	15	0	2	20	
<a href="#">TransForMission: A Path to Purpose</a>	9/06/24 - 12/06/24	9:30 AM - 11:15 AM	0	0	6	11	
<a href="#">High Intermediate Spanish</a>	9/06/24 - 12/06/24	10:00 AM - 11:30 AM	0	0	0	9	
<a href="#">iPhone Photography Studio</a>	9/12/24 - 10/17/24	10:00 AM - 12:00 PM	0	0	7	30	
<a href="#">Third Monday Book Club</a>	9/16/24 - 11/18/24	9:30 AM - 11:30 AM	0	0	4	25	
<a href="#">Third Tuesday of the Month Book Club</a> 	9/17/24 - 11/19/24	9:30 AM - 11:30 AM	0	0	8	25	
<b>TOTAL:</b>			<b>29</b>		<b>30</b>		<b>0</b>

## 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:** 2/21/23 - 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	C			Enrolled <a href="#">Edit</a>
2	C			Enrolled <a href="#">Edit</a>
3	F			Enrolled <a href="#">Edit</a>
4	F			Enrolled <a href="#">Edit</a>
5	G			Enrolled <a href="#">Edit</a>
6	K			Enrolled <a href="#">Edit</a>
7	K			Enrolled <a href="#">Edit</a>
8	M			Enrolled <a href="#">Edit</a>
9	N			Enrolled <a href="#">Edit</a>
10	N			Enrolled <a href="#">Edit</a>
11	P			Enrolled <a href="#">Edit</a>
12	R			Enrolled <a href="#">Edit</a>
13	S			Enrolled <a href="#">Edit</a>
14	V			Enrolled <a href="#">Edit</a>
15	Z			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
Ca	M	mo	530	R	Ri	53		Enrolled	2024-01-25 07:58:25.213
Cl	Jo	oy	916	R	Jo	91		Enrolled	2024-01-22 09:09:47.963
Cro	Li	cro	916	R	Je	91		Enrolled	2024-01-23 10:54:38.543
Fin	Na	na	916	R	Ku	91		Enrolled	2024-01-22 14:58:59.953
Fu	Su	ful	916	R	Ro	91		Enrolled	2024-01-22 06:59:38.303
Gi	Al	ab	916	R	Ch	91		Enrolled	2024-01-24 12:10:05.617
Hy	Ka	ch	916	R	Ba	91		Enrolled	2024-01-22 12:22:50.513
Ko	So	So	916	R	Ar	41		Enrolled	2024-01-22 13:02:06.893
Mc	M	mo	916	R	Ei	14		Enrolled	2024-01-23 13:53:14.987
Nu	Pa	pa	916	R	M	91		Enrolled	2024-01-22 13:34:18.797
Pa	Pa	pa	916	R	Jo	53	Friend	Enrolled	2024-01-23 14:26:39.203
Re	Ja	ar	530	R	Ja	53		Enrolled	2024-01-22 09:54:52.777
Sta	Vi	pa	916	R	M	91	Spouse	Enrolled	2024-01-22 06:26:07.467
Wr	Ka	ka	916	R	Ch	91		Enrolled	2024-01-22 06:21:40.193
Zir	Ju	uc	916	R	D	91	none	Enrolled	2024-01-22 08:58:58.03
<b>Waitlisted</b>									
Tr	Se	sal	530	R	Ji	53		Wait Listed	2024-01-22 16:49:47.59
M	Jo	mc	916	R	El	60		Wait Listed	2024-01-22 22:30:27.74
M	Ki	ksr	916	R	M	91		Wait Listed	2024-01-23 18:48:17.8

If you want, save this file and you can email from your own email

Allows you to attach files

Check the registration date for wait list





# Exported Excel Report

LAST_NAME	FIRST_NAME	EMAIL	MEMBER_PHONE	MEMBER_NUMBER	EMERGENCY_CONTACT	EMERGENCY_PHONE	EMERGENCY_NOTES	STATUS	DATE_REGISTERED
Ca	M	mo	530	R	Ri	53		Enrolled	2024-01-25 07:58:25.213
Cl	Jo	oy	916	R	Jo	91		Enrolled	2024-01-22 09:09:47.963
Cro	Li	cro	916	R	Je	91		Enrolled	2024-01-23 10:54:38.543
Fin	Na	na	916	R	K	60		Enrolled	2024-01-23 14:58:59.953
Fu	Su	ful	916	R					
Gi	Al	ab	916	R					
Hy	Ka	ch	916	R					
Ko	So	So	916	R					
Mc	M	mo	916	R					
Nu	Pa	pa	916	R					
Pa	Pa	pa	916	R					
Re	Ja	ar	530	R					
St	Vi	pa	916	R					
W	Ka	ka	916	R					
Zir	Ju	uc	916	R					
<b>Waitlisted</b>									
Tr	Se	sal	e.com	530	R				
M	Jo	mc	hne582@916	R	EI	60		Wait Listed	2024-01-22 22:30:27.74
M	Ki	ksr	ahoo.co	916	R	M	91	Wait Listed	2024-01-23 18:48:17.8

If you export the list, be sure to check it again each week for the first few weeks to see if someone else has enrolled

If you want, save this file and you can email from your own email

Allows you to attach files

Check the registration date for wait list

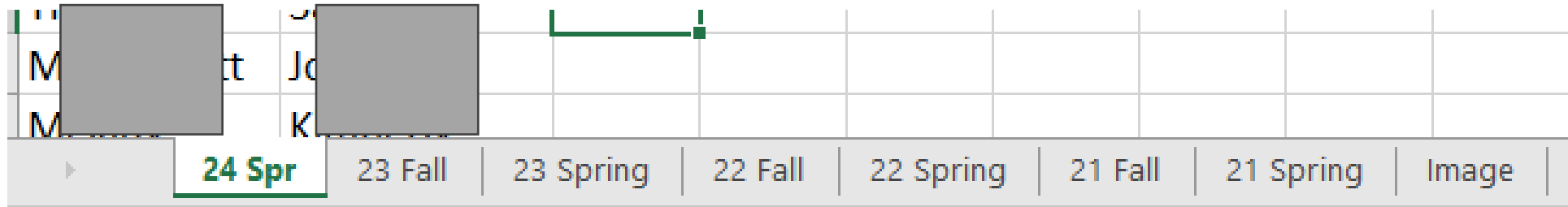
# Use Exported Excel For Attendance

LAST_NAME	FIRST_NAME	Sep	Aug	July	Jun	May	Apr	Mar	Feb	EMAIL	MEMBER_PHONE	MEMBER_NUMBER	EMERGENCY_CONTACT	EMERGENCY_PHONE	EMERGENCY_NOTES	STATUS	DATE_REGISTERED
Ca	M			N/A	N/A	1	1	1	1	mc	530	R	Ri	53		Enrolled	2024-01-25 07:58:25.
Cla	Jo									joy	916	R	Jo	91		Enrolled	2024-01-22 09:09:47.
Cro	Li			1	1	1	1		1	cro	916	R	Je	91		Enrolled	2024-01-23 10:54:38.
Fin	Na				N/A	1	1	1	1	na	916	R	Ku	91		Enrolled	2024-01-22 14:58:59.
Fu	Su				1	1	1	1	1	fu	916	R	Ro	91		Enrolled	2024-01-22 06:59:38.
Gis	Al			1	1	1	1	1	1	ab	916	R	Ch	91		Enrolled	2024-01-24 12:10:05.
Hy	Ka			N/A	N/A				1	kh	916	R	Be	91		Enrolled	2024-01-22 12:22:50.
Ko	So				1	N/A				So	916	R	Ar	41		Enrolled	2024-01-22 13:02:06.
Mc	M			1	1	N/A	1	1	1	mc	5916	R	Ei	14		Enrolled	2024-01-23 13:53:14.
Nu	Pa			1	1	1	1		1	pa	@916	R	M	91		Enrolled	2024-01-22 13:34:18.
Pa	Pa			N/A	1	N/A			1	pa	916	R	Jo	53	Friend	Enrolled	2024-01-23 14:26:39.
Re	Ja			1	N/a	N/A	1	1	1	ja	530	R	Ja	53		Enrolled	2024-01-22 09:54:52.
Sta	Vi						1	1	1	pa	916	R	M	91	Spouse	Enrolled	2024-01-22 06:26:07.
Wr	Ka			1	1	1	1	1	1	ka	916	R	Ch	91		Enrolled	2024-01-22 06:21:40.
Zir	Ju			1	1	1				ju	916	R	De	91	none	Enrolled	2024-01-22 08:58:58.
Totals				7	9	8	10	8	12								

Add columns for attendance

Also has emergency info right there for your meeting

# Exported Excel Report (Cont.)



The image shows a portion of an Excel spreadsheet. The top part of the grid contains two rows of data. The first row has a greyed-out cell, followed by the text 't', 'Jo', and several empty cells. The second row has a greyed-out cell, followed by the text 'K', and several empty cells. A green line graph is plotted across the grid, starting at the top of the '23 Spring' column and extending to the top of the '22 Fall' column. Below the grid is a worksheet tab bar with the following tabs: a greyed-out tab with a right-pointing arrow, '24 Spr' (highlighted with a green border), '23 Fall', '23 Spring', '22 Fall', '22 Spring', '21 Fall', '21 Spring', 'Image', and a partially visible tab on the right.

	24 Spr	23 Fall	23 Spring	22 Fall	22 Spring	21 Fall	21 Spring	Image	
M									
M									

If you want to track semester to semester, set up different worksheets

But all in the same workbook

# Printable Class List

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

**Cal**  
ri  
5  
ID: RS10

**Emer**  
Ri  
53

Good to have on hand in case of an emergency if you have not exported the Excel file

**Cro**  
ci  
9  
ID: RS10

**Emer**  
Jer  
91

**Fre**  
ri  
2  
ID: RS10

**Emer**  
Dc  
91

**Ful**  
ft  
9  
ID: RS10

**Emer**  
Rc  
91

**Gis**  
al  
9  
ID: RS10

**Emer**  
Ch  
91

# Send Email through the PRS

## Send Emails To Program Participants

### Third Monday Book Club

An email will be sent to either 3 Enrolled, 1 Waitlisted, or All 4 Students in Third Monday Book Club.

The Program leader will get a copy of the email.

- \* List:
- Enrolled
  - Waitlisted
  - All

Choose Enrolled, Waitlist or All

\* Subject:

\* Email content:

Paragraph **B** *I* U | AI  $\text{A}^{\text{E}}$   $\text{A}$   $\text{A}$  |

Your email message goes here...

Body of the email

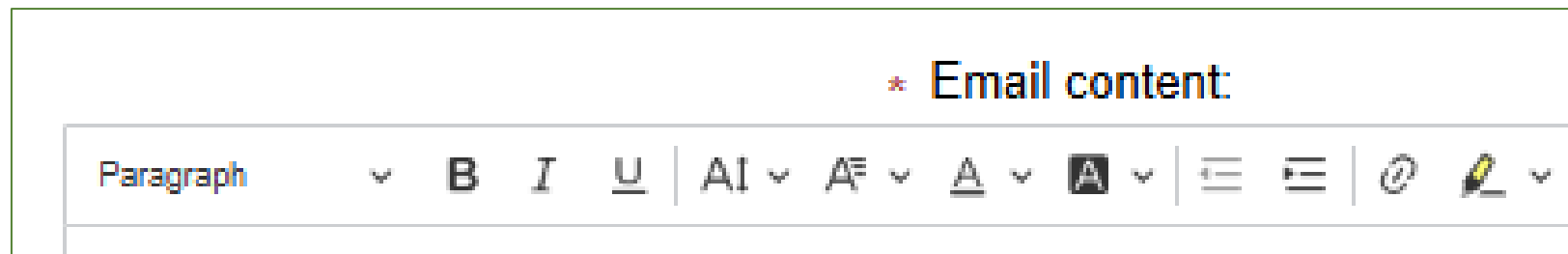
Submit Cancel

Once submitted, note on top of screen tells you it went

Your emails have been sent.

# Tips for sending email through the PRS

1. In subject line include name of program
2. If sending the link, tell them it is the link in the subject line
3. Keep yourself on as Wait Listed and send the draft to you
4. Include your name, email and maybe even phone
5. Review format options – but not all of them work



# Participants email subject line

• Marian Kile

☆ **Third Monday Book Club - Test Third Monday Book Club** Renaissance Society Program Email Program:

---

What we put in the subject line is what the enrollees see when they look at all their email



# Participants email itself

## **Renaissance Society Program Email**

**Program:** Third Monday Book Club

**Group:** Closed Programs

**Lead(s):** Marian Kile

Marian,

Just testing this out on my email

**Bold**

Underline

Blue

Highlight

Huge Font

Marian Kile

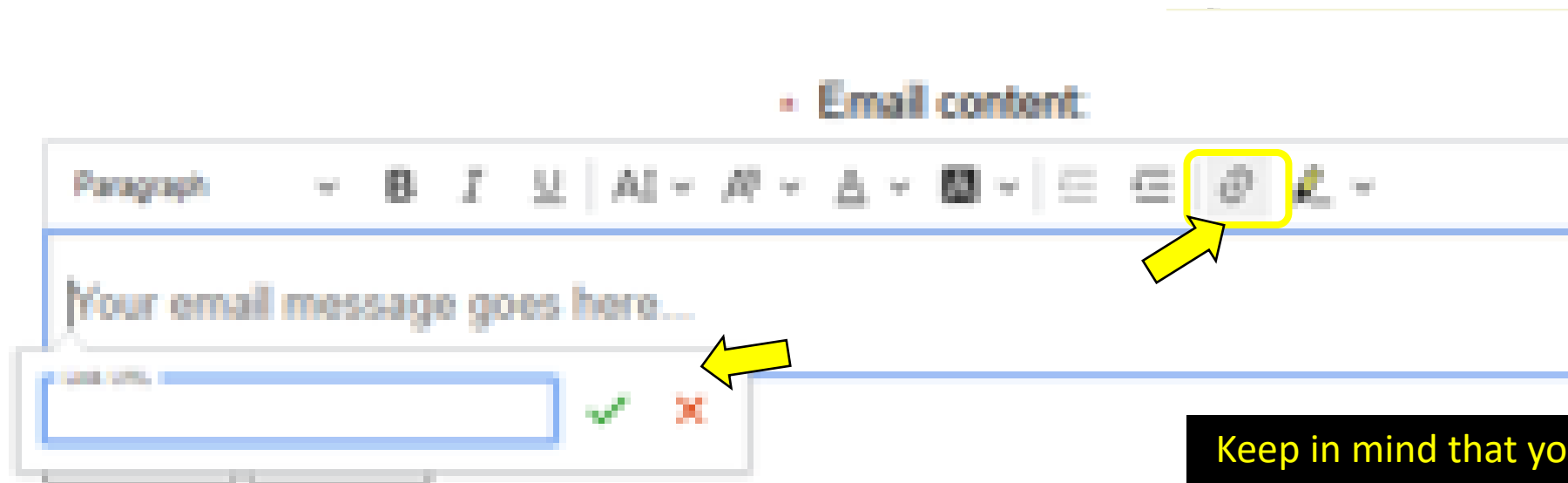
[MarianKile@yahoo.com](mailto:MarianKile@yahoo.com)

(916) 217-1053

Bold and underline works  
It appears that the rest of the  
options are not working yet

# 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



Keep in mind that you cannot do attachments

## 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 area, we can also edit the enrollment status



### Enrolled

	Name	Email	Phone	Status
1	<a href="#">Ca</a>	<a href="#">m</a>	53	Enrolled <a href="#">Edit</a>
2	<a href="#">Cr</a>	<a href="#">cr</a>	91	Enrolled <a href="#">Edit</a>
3	<a href="#">Er</a>	<a href="#">ria</a>	20	Enrolled <a href="#">Edit</a>

# Change from Wait Listed to Enrolled

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

## Wait Listed

	Name	Email	Phone	Status	
3	<a href="#">Kile, Marian</a>	<a href="mailto:MarianKile@yahoo.com">MarianKile@yahoo.com</a>	916-217-1053	Wait Listed	<a href="#">Edit</a>
4	<a href="#">R [REDACTED]</a>	<a href="#">[REDACTED]@m</a>	760-240-0995	Wait Listed	<a href="#">Edit</a>

[Enrolled](#) [Dropped](#) [Cancel](#) [Edit](#)

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

Wait Listed members are in alpha order, export to see who registered first

apps.cce.csus.edu says

Would you like to update the status to: Enrolled

OK

Cancel

Can change your status to Wait List if you are already enrolled