



How-To

Complete both the Printable (Form U.3) and the Digital Module/Seminar Roster –

To understand why it is imperative that the U.3 be filled out completely, one must understand how the Module/Seminar Roster is used.

A record of the Member's training can be used for such things as achieving Levels or completing a resume' for promotion or Couple of the Year.

The Roster is also maintained as a record of the Instructor/Presenter's history for re-certification and/or promotional purposes.

Assigning someone in attendance to circulate the Roster prior to the Module/Seminar beginning and having them connect with any late comers to sign in, will be helpful. Taking a photo or otherwise making a copy of your records before distribution will ensure that your records are complete.

Once the class is completed, within five days, transfer the information to the DIGITAL ROSTER located under the Form tab and submit by pressing the submit button. Keep the handwritten copy for your records.

The Roster is sent automatically to RPM Academy to be entered into the Member and Instructor database.

Date	Insert date of presentation
Page ____ of ____	Number each page with total number of pages in second blank
Class/Seminar	Fill in the complete name of Module or Seminar
Chapter/State	Fill in Chapter/State of Instructor/Presenter(s)
Instructor/Presenter	Fill in complete name of Instructor/Presenter as it appears on Membership card
Member Number	Use the Membership number (including the number following the dash, if family Membership) and not the SI number
Instructor/Presenter	If co-teaching, the co-Instructor/Presenter information
Member number	Co-Instructor/Presenter's Membership number and not the SI number
City	List the city in which the training event is occurring
State/Province/Country	List the state in which the training event is occurring
Event	Indicate the event at which the training is occurring, such as Rally, Wing Ding, Chapter Training Day or weekend, Chapter Gathering. Be specific.
Name	Instruct the participants to print their full names legibly
Membership #	Instruct the participants that the Membership number or State will ensure that they get credit for attending the Module/Seminar
District/Chapter	Instruct the participants that the District/Chapter information will further ensure that they get credit for attending the Module/Seminar