Roster Templates Instructions

SCEIS provides templates for rosters / sign-in sheets for both types of agency-presented SRM 7.2 training.

For your inhouse-produced, instructor-led versions of the SHOPPING CART CREATOR course, the SRM200A roster template is offered primarily as a convenience to you, to give you the tools that we have found useful in maintaining training attendance records. Its use is optional, since you will manage your own enrollments and attendance records for this course inhouse.

For any agency-presented PROCUREMENT classes (PR215, PR235 and/or PR250), the attached roster template is REQUIRED. Please be sure that all information in the headers and footers is updated as appropriate for each class presentation.

Headers must include:

-- Course Title (e.g., SCEIS Purchasing Processes with SRM7).

-- Course ID (e.g. PR215) and Class ID (-01, this specific class)

-- Class time (e.g., 9:00 a.m. to 5:00 p.m.)

-- Day and date (e.g., Wednesday, October 30, 2013)

-- Agency and location (e.g., SCDOT HQ, Room G-22)

Footers must include:

-- Instructor and Facilitator names

(Print date and seating capacity are optional, for your convenience)

Please pre-print your rosters, both to assure that class participants' names and ID info are clearly legible, and to facilitate the sign-in procedure at the beginning of class.

Every day, at the end of class, send a copy of your signed rosters to training.sceis@sceis.sc.gov, and we will update participants' completion records.