

# ILPTH User Guide

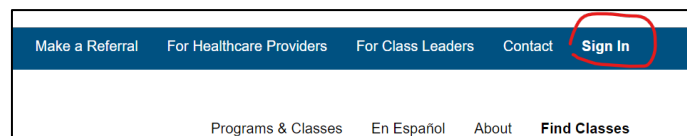
## How to Register Workshops and Enter Participant Data

### Workshop Data Entry Process Overview

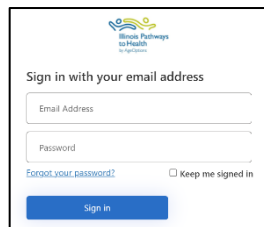
1. Register Workshop
  - [Sign into you leader/provider account](#) to register workshop in ILPTH.
  - If there are any changes (new dates, different leaders, canceled, etc.) [update/edit the workshop](#) in ILPTH.
2. Participants Register
  - Register participants using your own registration process (use your own sign-up forms, etc.) **OR**
  - [Send participants a direct ILPTH workshop link](#) to self-register (participants can also use “Find Classes” on the ILPTH website to register).
  - [View participants](#) in ILPTH prior to start of class to check for any new self-registered participants.
3. Class Starts
  - Leaders follow program specific data collection checklists to provide participants with required forms (privacy policies, liability waiver, surveys, etc.).
  - Leaders take attendance at each session.
  - Links to all workshop materials can be found on the **[Leader Resource ILPTH Page](#)** - Password: **leaders1!**
4. After Last Class Session
  - After the last session, [add participants](#), enter [attendance](#) and [participant survey data](#), and [upload privacy policies and liability waivers](#) in ILPTH **OR** send to Joan Fox at AgeOptions: [joan.fox@ageoptions.org](mailto:joan.fox@ageoptions.org)
  - If entering participant data, email Joan Fox at AgeOptions to advise all data has been entered: [joan.fox@ageoptions.org](mailto:joan.fox@ageoptions.org)
  - AgeOptions will update class status to “complete” and process workshop reimbursement if applicable.

### How to Sign Into your Leader/Provider Account

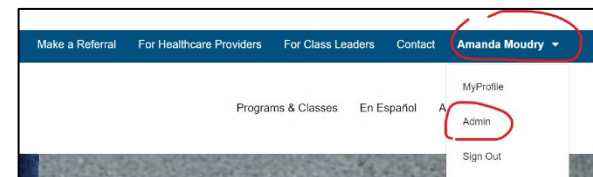
- Sign In button is located at the top right-hand corner on ILPTH website. [www.ilpathwaystohealth.org](http://www.ilpathwaystohealth.org)



- Enter your email address and password.



- Once signed in, you will be taken back to the home page.
- If you look up to the upper right-hand corner where you signed in, it should now say your name.
- If you click on your name, 3 options come up:
  - Clicking on “My Profile” will take you to your participant portal.
  - Clicking on your role (“leader” or “provider contact”) will take you to the back end of the website- the ILPTH Dashboard.



## How to Add a Class

- Sign into the ILPTH Dashboard.  
[www.ilpathwaystohealth.org](http://www.ilpathwaystohealth.org)
- Click the **“classes”** tab.  
On the bottom of the page, click the green **“add class”** button.

Actions	ID	Program	Provider	Region	Location	Start Date	End Date	Status	Language	Class Type	Pending Source
View	87	A Matter of Balance	Harmel Test	None	Online	03/03/2022	02/29/2023	Scheduled	English	Regular	
View	105	Taij Quan Morning for Better Balance - Beginner	Harmel Test	Central Minnesota Council on Aging	Area Learning	05/17/2022	04/06/2022	Scheduled	English	Regular	
View	99	Taij Quan Morning for Better Balance - Beginner	Harmel Test	None	Online	05/12/2022	04/06/2022	Scheduled	English	Regular	
View	98	Taij Quan Morning for Better Balance - Beginner	Harmel Test	Metropolitan Area Agency on Aging	Scotchy Dico H2C	11/08/2021	11/09/2021	Scheduled	Green	Regular	
View	90	Taij Quan Morning for Better Balance - Beginner	Harmel Test	None	Online	11/08/2021	11/09/2021	Canceled	Green	Regular	
View	96	A Matter of Balance	Harmel Test	None	Online	11/02/2021	12/22/2021	InProgress	English	Regular	
View	95	A Matter of Balance	Harmel Test	Metropolitan Area Agency on Aging	Web Location	11/02/2021	12/03/2021	InProgress	Spanish	Regular	
View	88	Taij Quan Morning for Better Balance - Beginner	Harmel Test	None	Online	10/11/2021	11/01/2021	Canceled	English	Regular	
View	92	Taij Quan Morning for Better Balance - Beginner	Harmel Test	Metropolitan Area Agency on Aging	Web Location	10/09/2021	12/23/2021	InProgress	English	Regular	
View	106	Taij Quan Morning for Better Balance - Beginner	Harmel Test	None	Online	08/16/2021	11/03/2021	Scheduled	English	Regular	
View	94	A Matter of Balance	Harmel Test	None	Online	07/14/2021	09/01/2021	PendingCompletion	English	Regular	
View	95	A Matter of Balance	Harmel Test	None	Online	07/07/2021	08/29/2021	PendingCompletion	English	Regular	
View	77	A Matter of Balance	Harmel Test	None	Online	06/21/2021	07/21/2021	PendingCompletion	English	Regular	

- You will then be taken to the **“Create A Class”** page.
- Fill in all required fields- class type, program, class leaders, workshop contact name, etc.  
If no cost, leave the cost **“0.”**  
To cap participant registration, enter **“Maximum Participants.”**

**Create Class**  
Classes / Create

Fill out the form below to create a Class.

**Class Type \***  
Regular

**Provider \***  
-- Please Select --

**Program \***  
-- Please Select --

**Class Leader(s) \***  
-- Please Select --

- Select location- select **“Yes/No”** if participants join in person and online.  
Virtual workshops- select **“No”** for **“in-person”** and **“Yes”** for **“online.”** There is an option to add the online class link.  
In-person workshops- Select **“Yes”** for **“in-person”** and **“No”** for **“online.”** Select a location from the existing location drop-down box.  
If a location is not listed, email the Health Promotion Team at AgeOptions.

Can participants join this class in-person? Yes No

Can participants join this class online? Yes No

Can participants call in to this class? Yes No

Select Existing Location  
-- Please Select --

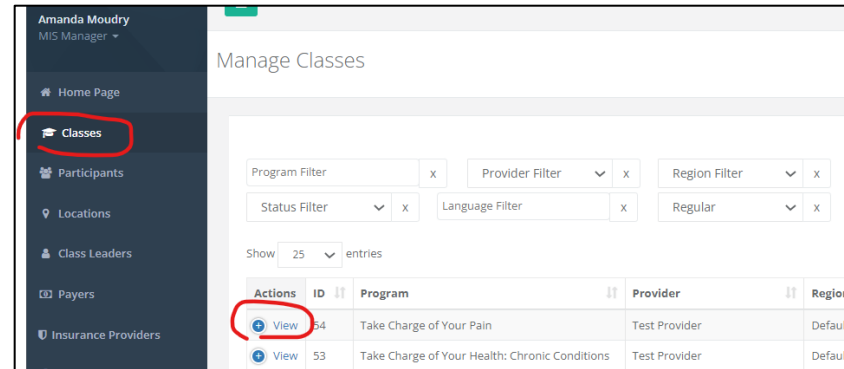
Online Class Link  
Virtual link to class

Call-in Phone Number  
Call-in information

- Create the session schedule- select the days of the week the class will meet. Enter the number of times the class will meet (i.e., 6 times), how long the class will meet (i.e., 2.5 hrs.), and the date of the first class. If there is a class zero, **DO NOT** add it to the schedule (add it to public notes).
- If you want any notes displayed on website, enter notes under **“Public Notes.”** Enter **Class Zero Date** in this section (if applicable).
- Enter any internal notes (ex. If there is a leader sub for the day).
- **Click on generate schedule**- this must be checked for the system to register the workshop.
- **Once the schedule generates, click “Create” to finish.** The class will then be searchable by the public through the ILPTH website.

## How to View/Add a Participant

- Sign into the ILPTH Dashboard.  
[www.ilpathwaystohealth.org](http://www.ilpathwaystohealth.org)
- Click the “classes” tab.
- Find the desired class, click "view" to access the class details.



- You will then be taken to the “Class Details” page.
- Scroll down until you see the participant section. A list of registered participants will be displayed.

Registration Date	Participant ID	Attendance	First Name	Last Name	Email	Phone	Street Address	City	State	Zip Code	Emergency Contact Name	Emergency Contact Phone Number
Feb 21, 2021 2:53 PM	JUTE60	0	Justin	Tee	jtee@gmail.com	(708) 555-5555	1048 Lake st	Hanover Park	IL	60133		

- To add a new participant, click “+Register a New Participant.” Fill in the required fields.  
**Note:** If you get a pop-up stating the user email is already registered, register the participant as an existing participant. Click “+Register an Existing Participant” and search by last name. Click the participant’s name, verify info is correct and click “register participant.” If you do not see the participant’s name, email the Health Promotion Team at [Options@ilpathwaystohealth.org](mailto:Options@ilpathwaystohealth.org).

Registration Date	Participant ID	Attendance	First Name	Last Name	Email	Phone	Street Address	City	State	Zip Code	Emergency Contact Name	Emergency Contact Phone Number	Special Accommodations	Received Notice of Privacy Policy	Agreed to Release of Liability	Agreed to Insurance Authorization and Assignment of Benefits
No data available in table																

If you do not have DOB or address information for the participant, please enter the following:  
 DOB: 01/01/1900  
 Address: 0000 No Address  
 Zip Code of Organization providing workshop  
 Phone number: 999-999-9999

- On the bottom of the page, you will be asked to verify if the participant has or has not received the privacy policy notice.
- After you verify, click “register” to add the new participant to the class.

Notice of Privacy Policy  
 Participant has not received privacy policy notice  
 Participant has received privacy policy notice

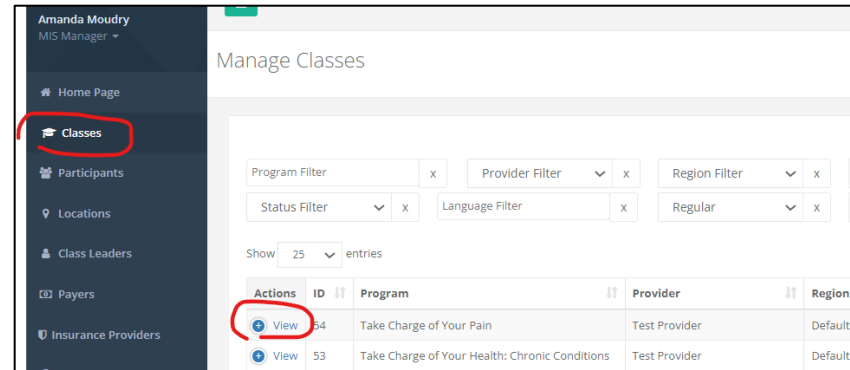
Notice of Liability Agreement  
 Participant has not received Liability Agreement  
 Participant has received Liability Agreement

Promo Code

[Register](#)

## How to Enter Participant Attendance

- Sign into the ILPTH Dashboard.  
[www.ilpathwaystohealth.org](http://www.ilpathwaystohealth.org)
- Click the “classes” tab.
- Find the desired class, click "view" to access the class details.



- You will then be taken to the “Class Details” page.
  - Scroll down until you see the participant section and click the name of the participant.
- Note:** If you do not see the participant listed, you will need to register the participant first.

The screenshot shows the 'Participants' section. At the top, there are buttons for 'Export Participants Info', 'Register A New Participant', 'Register An Existing Participant', and 'Export to Excel'. Below is a table with 17 columns. The 'Attendance' column shows values 0, 0, and 1. The first row, for Justin Tee, has the name circled in red.

Registration Date	Participant ID	Attendance	First Name	Last Name	Email	Phone	Street Address	City	State	Zip Code	Emergency Contact Name	Emergency Contact Phone Number	Special Accommodations	Received Notice of Privacy Policy	Agreed to Release of Liability	Agreed Insurat and Assign of Bent
Feb 21, 2021 2:53 PM	JUTE60	0	Justin	Tee	jtee@gmail.com	(708) 555-5555	1048 Lake st	Hanover Park	IL	60133				No	Yes	No
May 24, 2022 10:37 AM	SAGE0	0	Sara	Gerl		(999) 999-9999	0000 No Address	Oak Park	IL	60301				Yes	Yes	No
Dec 23, 2021 10:38 AM	CHBR0	1	Charlie	Brown			123 Candy Cane Ln	Lyons	IL	60534				No	No	No

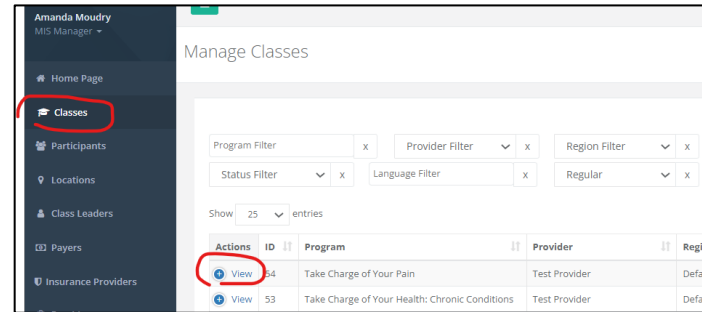
- You will then be taken to the participant screen. The attendance record can be documented at the bottom of the participant’s record. Check the box next to each session the participant attended. If participant did not attend, check “Did Not Attend.”

The screenshot shows the 'Attendance' form. It has a header 'Attendance' and a 'Select all sessions' checkbox. Below is a grid of checkboxes for sessions on specific dates and times. The checkbox for 'Thu, Jan 6 8:00a' is checked. At the bottom, there are 'Update' and 'Cancel' buttons.

- Click “Update” at the bottom of the page when complete.

## How to Enter Participant Survey Data (for paper or fillable PDF surveys that were collected)

- Sign into the ILPTH Dashboard.  
[www.ilpathwaystohealth.org](http://www.ilpathwaystohealth.org)
- Click the “classes” tab.
- Find the desired class, click "view" to access the class details.



- You will then be taken to the “Class Details” page.
  - Scroll down until you see the participant section and click the name of the participant.
- Note:** If you do not see the participant listed, you will need to register the participant first.

Registration Date	Participant ID	Attendance	First Name	Last Name	Email	Phone	Street Address	City	State	Zip Code	Emergency Contact Name	Emergency Contact Phone Number	Special Accommodations	Received Notice of Privacy Policy	Agreed to Release of Liability	Agreed Insuranc Assign of Ben
Feb 21, 2021 2:53 PM	JUTE60	0	Justin	Tee	jtee@gmail.com	(708) 555-5555	1048 Lake st	Hanover Park	IL	60133				No	Yes	No
May 24, 2022 10:37 AM	SAGE0	0	Sara	Geri		(999) 999-9999	0000 No Address	Oak Park	IL	60301				Yes	Yes	No
Dec 23, 2021 10:38 AM	CHBRO	1	Charlie	Brown			123 Candy Cane Ln	Lyons	IL	60534				No	No	No

- You will then be taken to the participant screen. On the participant screen, click on “Pre-Survey” and/or “Post-Survey” and fill in the data.

Pre Survey

Post Survey

Attendance

Thu, Jan 6 8:00a  Thu, Jan 13 8:00a

Thu, Feb 17  Thu, Feb 24

Pre Survey

1) How did you hear about this class?

2) Did your doctor, nurse, physical therapist or other health care provider suggest you take this program?

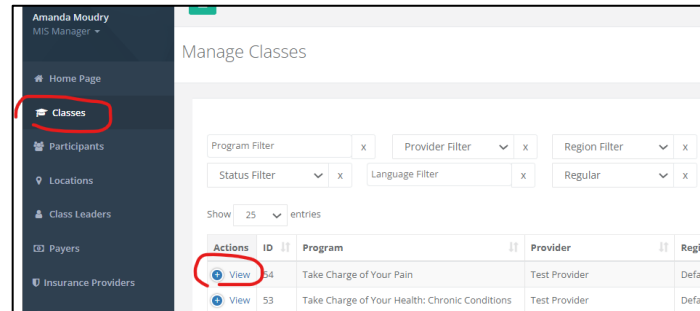
3) From what health system do you receive your primary healthcare care services?

4) How old are you today?

- Click “Update” at the bottom of the page when complete.

## How to Upload Participant Privacy Policy/ Waiver

- Scan each individual **participant privacy policies and liability waiver** to your computer.  
**Note:** If you do not want to upload each individual form, you can send the forms to Joan Fox at AgeOptions: [joan.fox@ageoptions.org](mailto:joan.fox@ageoptions.org)
- Sign into the ILPTH Dashboard.  
[www.ilpathwaystohealth.org](http://www.ilpathwaystohealth.org)
- Click the **“classes”** tab.
- Find the desired class, click "view" to access the class details.



- You will then be taken to the “Class Details” page.
- Scroll down until you see the participant section.
- Click the name of the participant.  
**Note:** *If you do not see the participant listed, you will need to register the participant first.*

Registration Date	Participant ID	Attendance	First Name	Last Name	Email	Phone	Street Address	City	State	Zip Code	Emergency Contact Name	Emergency Contact Phone Number	Special Accommodations	Received Notice of Privacy Policy	Agreed to Release of Liability	Agreed Insurance Author and Assign of Beneficiary
Feb 21, 2021 2:53 PM	JUTE60	0	Justin	Tee	jtee@gmail.com	(708) 555-5555	1048 Lake st	Hanover Park	IL	60133				No	Yes	No
May 24, 2022 10:37 AM	SAGE0	0	Sara	Geri		(999) 999-9999	0000 No Address	Oak Park	IL	60301				Yes	Yes	No
Dec 23, 2021 10:38 AM	CHBR0	1	Charlie	Brown			123 Candy Cane Ln	Lyons	IL	60534				No	No	No

- You will then be taken to the participant screen.
- To upload the forms, click on the “upload” button located near the top of the participant’s record.
- Upload each file.
- Click “Update” at the bottom of the page when complete.

## How to Edit a Workshop

- Sign into the ILPTH Dashboard.  
[www.ilpathwaystohealth.org](http://www.ilpathwaystohealth.org)
- Click the “classes” tab.
- Find the desired class, click “view” to access the class details.

Manage Classes

Program Filter x Provider Filter x Region Filter x

Status Filter x Language Filter x Regular x

Show 25 entries

Actions	ID	Program	Provider	Region
<a href="#">View</a>	54	Take Charge of Your Pain	Test Provider	Default
<a href="#">View</a>	53	Take Charge of Your Health: Chronic Conditions	Test Provider	Default

- You will then be taken to the “Class Details” page.
- In the upper right-hand corner, click “Edit.”

Class Details

Classes / Class Details

Basic Information

Delete Edit Cancel

Status: Scheduled

Id: 54

Program: Take Charge of Your Pain

Provider: Test Provider

Location: Online

Virtual Link:

Created On: Wednesday, March 1, 2023

Start Date: Monday, April 3, 2023

End Date: Monday, May 22, 2023

Paid:

Region: Default Region

Funding Source:

Cost: \$0

Language: English

Registered Participants: 0 / 10

Registration Contact: Joan Fox  
joan@123.com  
(555) 555-5555

- You will then be taken to the “Edit Class” page. Edit all relevant information.

Edit Class

Classes / Edit

Provider \* : Test Provider

Program : Take Charge of Your Pain

Class Leader(s) \*

Bob Smith x Test Provider>Contact

Funding Source

-- Please Select --

Can participants join this class in-person? Yes No

Can participants join this class online? Yes No

Can participants call in to this class? Yes No

Registration Contact

First Name \*

- Click “Update” at the bottom of the page when complete.