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| **Date** | **Time** | **Location** |
| Tuesday, May 8 | 8:30–11:30 a.m.  12:00–3:00 p.m. | Highland Oaks Elementary School (Arcadia) |
| Benicia Unified School District |
| 12:00–3:00 p.m. only | Downey Unified School District |
| Wednesday, May 9 | 8:30–11:30 a.m.  12:00–3:00 p.m. | Riverside Unified School District |
| Pomolita Middle School  (Ukiah) |
| Thursday, May 10 | 9:30–12:30 a.m.  1:30–4:30 p.m. | McKinleyville Union School District |
| Friday, May 11 | 8:30–11:30 a.m. only | Downey Unified School District |
| 8:30–11:30 a.m.  12:00–3:00 p.m. | Norwalk-La Mirada Unified School District |
| Tuesday, May 15 | 8:30–11:30 a.m.  12:00–3:00 p.m. | Milpitas Unified School District |
| Wednesday, May 16 | 8:30–11:30 a.m.  12:00–3:00 p.m. | Visalia Unified School District |
| East Whittier City School District |
| Pajaro Valley Unified School District (Watsonville) |
| Thursday, May 17 | 8:30–11:30 a.m.  12:00–3:00 p.m. | Fresno Unified School District |
| Escondido Union High School District |
| Paso Robles Unified School District |
| Friday, May 18 | 8:30–11:30 a.m.  12:00–3:00 p.m. | Standard School District (Bakersfield) |
| Cajon Valley Union School District |
| Thursday, May 24 | 8:30–11:30 a.m.  12:00–3:00 p.m. | Tamalpais Union High School District (Larkspur) |
| Natomas Unified School District (Sacramento) |
| Thursday, May 31 | 8:30–11:30 a.m.  12:00–3:00 p.m. | Yuba City Unified School District |
| Friday, June 1 | 8:30–11:30 a.m.  12:00–3:00 p.m. | Enterprise Elementary School District (Redding) |

**Online Registration**

Participants will register through the Nutrition Services Division’s new online registration using the Child Nutrition Information and Payment System (CNIPS). Please review the instructions below **before** starting the registration process.

The CNIPS is tentatively scheduled to be upgraded in May. If you are unable to log into the system, please try again later.

**Child Nutrition Program Sponsors Instructions**

Potential Attendee:

* Obtain your agency’s five–digit CNIPS ID number *OR* personal User ID and password to use for registration.
* Please visit the CDE CNIPS Web page at <https://www.cnips.ca.gov/ccgCnpTraining/training/trainingRegistration_2.aspx> to connect to CNIPS and begin the online registration process.
* Use your agency’s CNIPS ID or personal User ID and password to register, following the system prompts as shown below:
  + Program Training Available Screen—Select All
  + Available Training(s)—Make it Right! Lunch Menu Planning Workshop
  + Available Training Location—Select preferred time and location
* After completing the Attendee Information and **before**exiting the system, **print the Training Confirmation** (last screen in the online registration process). This is your ONLY record.

**Training Registration Cancellation Procedure**

The number of participants for this training is limited. If you are unable to attend, please contact the CNIPS Help Desk by telephone at 800-952-5609, option 6, or by e-mail at [CNIPS@cde.ca.gov](mailto:CNIPS@cde.ca.gov) to cancel your registration. Please provide your registration confirmation number, if possible, when cancelling your registration.

If you need assistance with online registration, please contact the CNIPS Help Desk weekdays from 8 a.m. to 4:30 p.m. by telephone at 1-800-952-5609, option 6, or by e-mail at [CNIPS@cde.ca.gov](mailto:CNIPS@cde.ca.gov).

Please direct questions regarding the course to Grace Huppert by e-mail at [ghuppert@cde.ca.gov](file:///C:\Users\ghuppert\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\09GJWA0U\ghuppert@cde.ca.gov) or by telephone at 916-322-1563