Manual registration & T1-connection

Participants must be registered in the MDT portal before they can take part in the MDT study. Before you can start registering, you need to access to the MDT portal.

The first preparation steps are:

1. Gain access to the MDT portal (See *Manual Access to MDT Portal* and *Manual MDT Portal* in the Caribbean Netherlands folder on the Toolkit)
2. Set up the registration and research process that fits your organization > 2 options are available for CN

This guide focuses on step 2: setting up participant registration for research and linking it with the T1 connection flow. For detailed instructions on sending T0 and T1 questionnaires and reminders, see *Manual T0 & T1 Questionnaires*.

Registration and T0 and T1 surveys

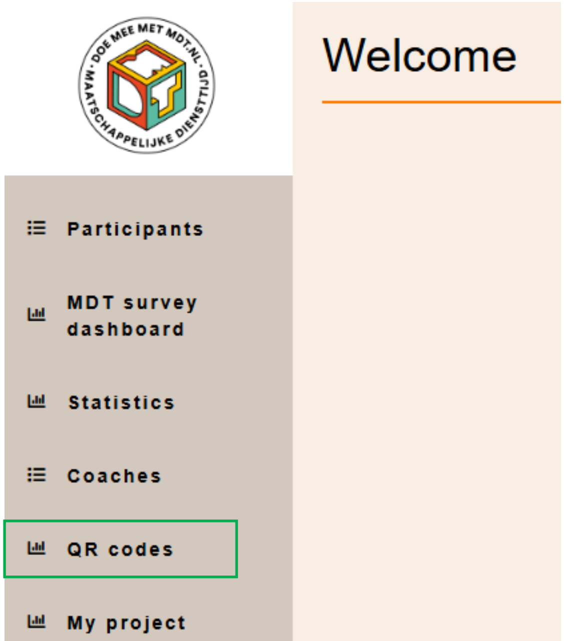
The CN MDT portal provides two simple ways to manage registration and participation:

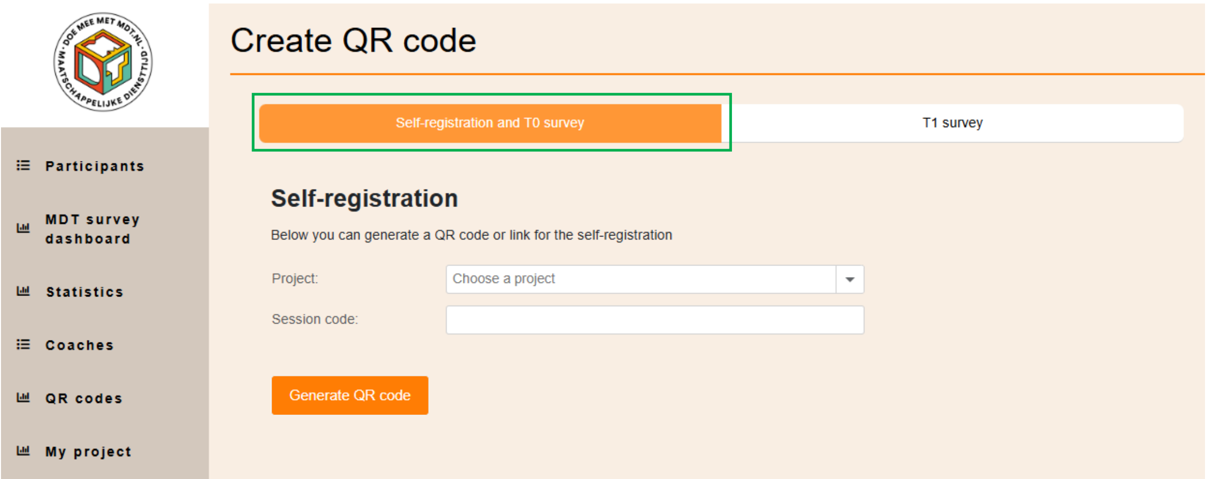
1. Participants register themselves, or together with a supervisor, via a QR code (and immediately complete T0). At a later stage (around the end date of their program), they receive an email with a link to T1, or they gain access to the T1 final questionnaire through a QR code or link provided by their supervisor or coach (via the portal QR codes).
2. Alternatively, the supervisor can first register the participant in the MDT portal. The participant then receives an invitation for T0 and/or T1 by email. The links to T0 and T1 can also be retrieved and shared via the MDT portal.

1) Participants register themselves (or with a supervisor) via a QR code

It is important that participants register at the beginning of their program. They then complete T0 as a baseline measurement. Participants can register themselves using a QR code created in advance in the MDT portal by the coach or project staff, via the QR Codes menu item.

Click on QR Codes in the main menu to do this.

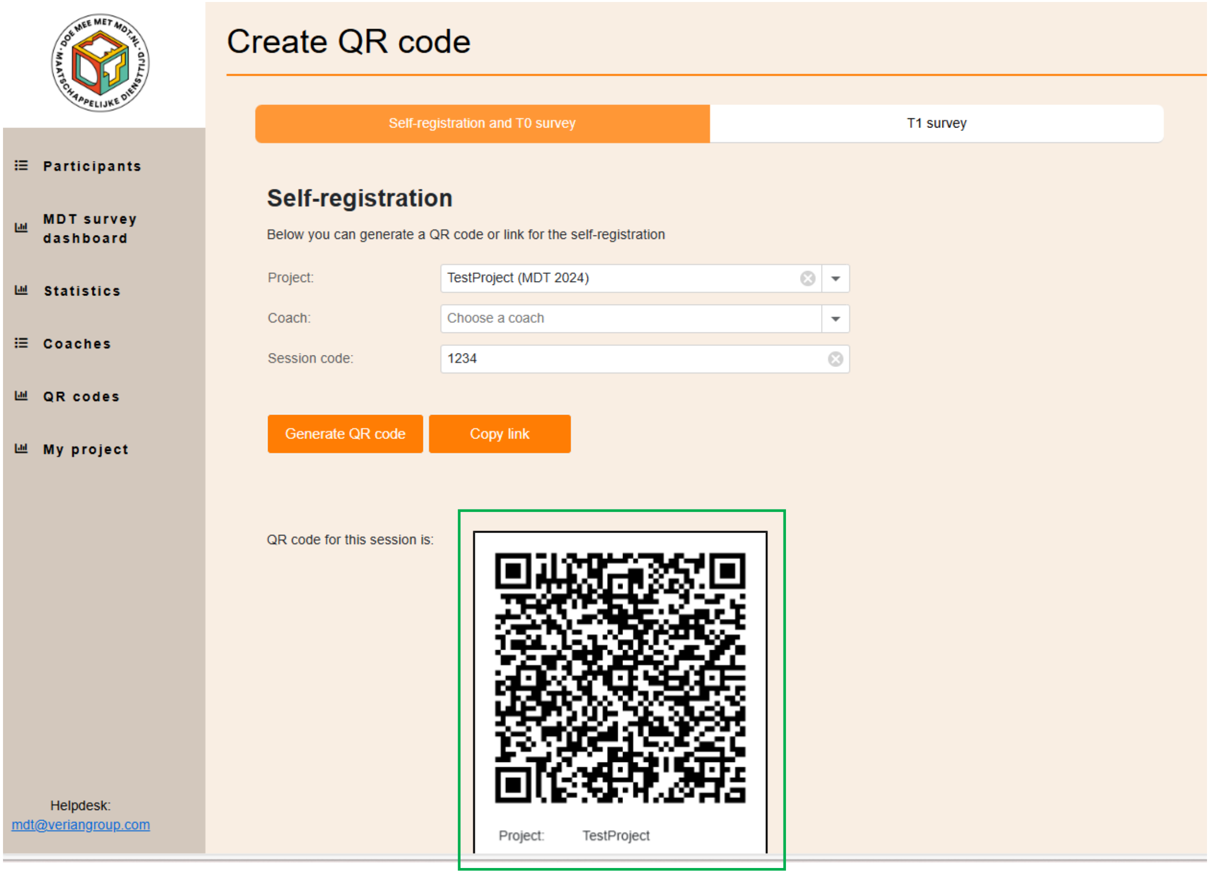




Make sure you select the correct tab for registration (by default this is Self registration and T0 survey).

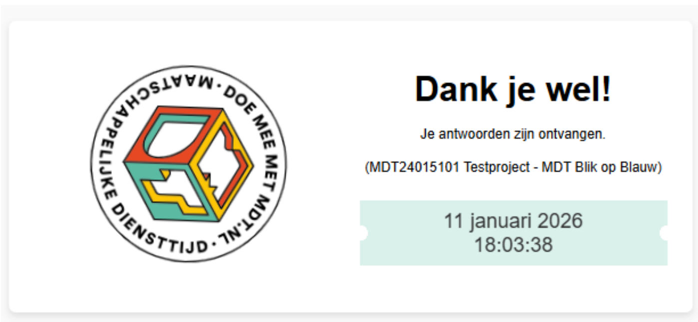
After selecting the project and, if applicable, entering a session code (this field is optional), click Generate QR code. When participants register using this specific QR code, they are automatically linked to their assigned coach. For this to work, the coach must have been created in advance via the Coaches menu.

The session code can be chosen by the project staff member and helps to identify which group a participant belongs to (for reporting or analysis purposes at a later stage).



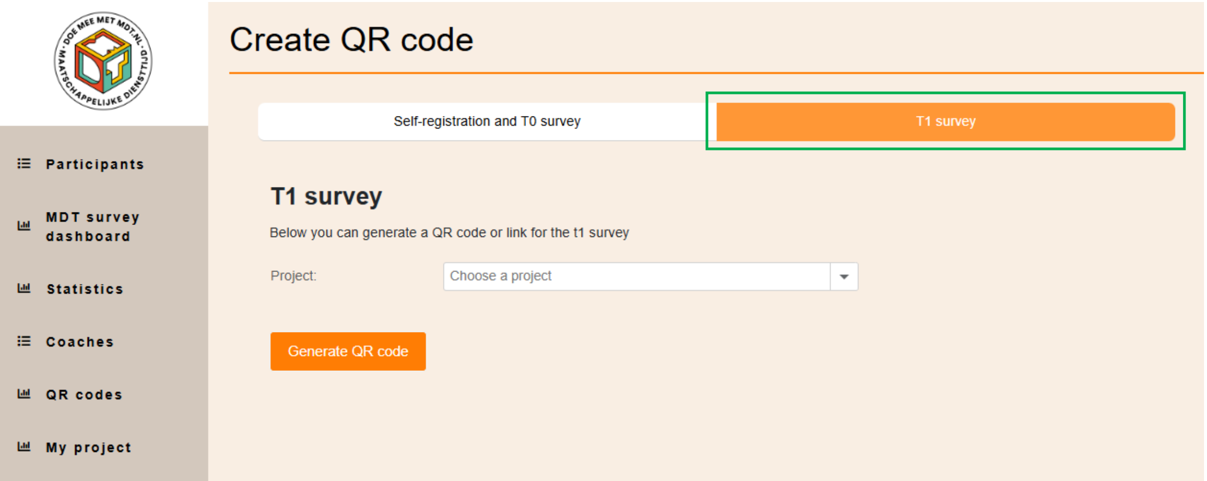
Please note: This QR code is for one-time use only. Make sure the QR code is never copied as a browser link (URL) and shared with participants. Always generate a new QR code for each new session. Using the QR code or link, the participant first enters the registration questionnaire. After completing the registration, the participant is automatically redirected to the T0 questionnaire. Once T0 has also been completed, the first part of the process is finished.

After submitting the questionnaire, the respondent will see a confirmation message on their screen indicating that this step has been successfully completed:

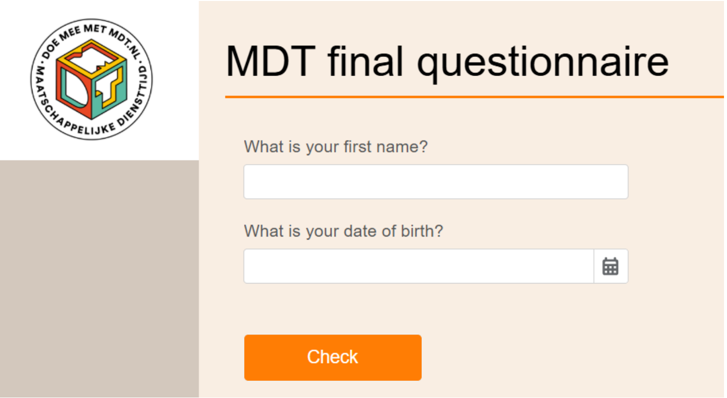


Because a T1 questionnaire will also be completed at the end of the program, it is important that participants enter their first name and date of birth correctly during registration. This allows the system, on the backend, to link the registration, T0, and T1 to the same participant.

The T1 questionnaire can be completed in the same way as the registration questionnaire. Instead of selecting the Self-registration and T0 survey tab, choose T1 survey from the menu.

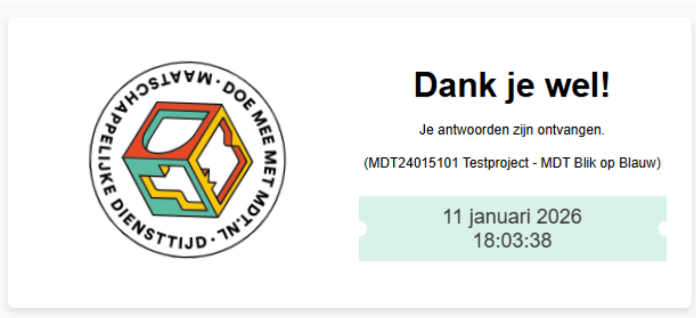


Via the QR code or the link they get to the T1-connection page:



Here, the participant enters their first name and date of birth. If these match the details provided during registration, the system will recognize the participant and redirect them to the T1 environment. If the participant is not recognized, two additional questions will be asked to ensure the participant can still be linked to a previous registration.

The participant then completes the T1 questionnaire. After finishing the questionnaire, the participant will see the following end screen:



Within a few minutes, the completed questionnaire will also be visible in the MDT portal (see *Manual T0 & T1 questionnaires*).

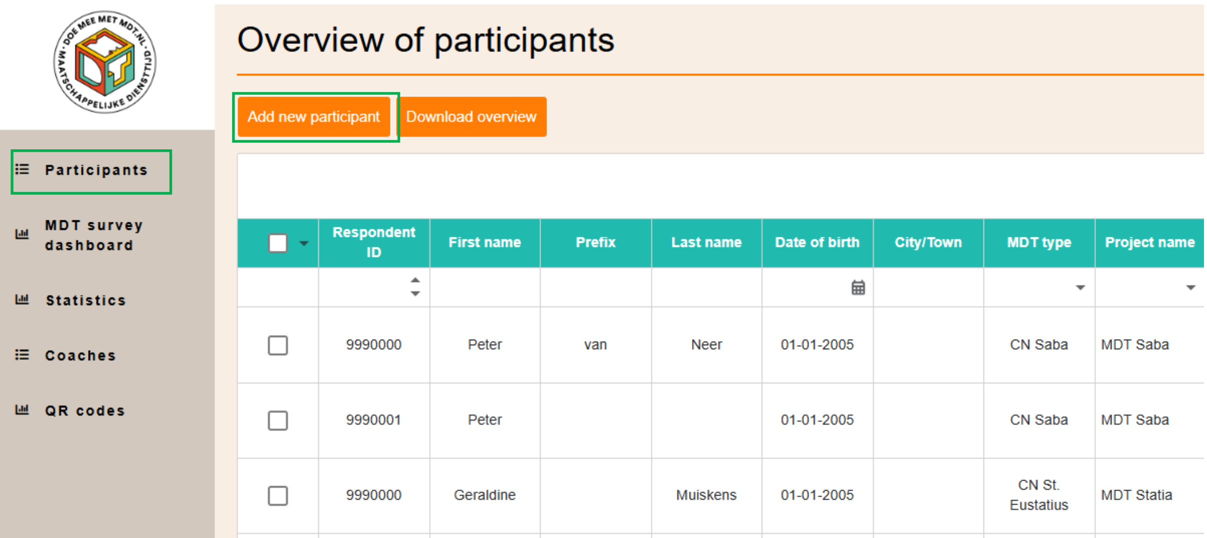
2) Participants registered individually (one by one) in the MDT portal

Registering participants individually is recommended when you want to register only a limited number of participants and they are not on site (and therefore cannot register via a QR code). New participants can be added easily and are immediately visible in the MDT portal.

After registration, participants will receive an email invitation at the appropriate time:
> T0 around the start date
> T1 around the end date

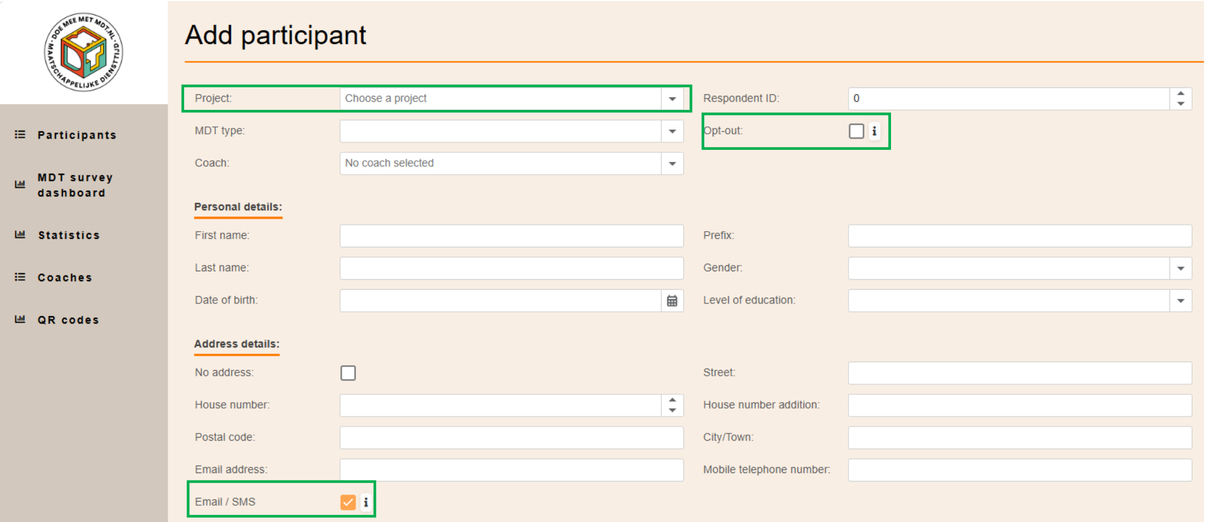
Each email contains a link to the relevant questionnaire. In the MDT portal, you can track whether the questionnaire has been completed.

Step-by-step instructions for adding participants individually
Step 1. Log in to the MDT portal
Step 2. Click on the Participants menu item and then click the Add new participant button:



Step 3. Fill in all fields on the Add Participant page.

You can choose not to share personal data during registration by selecting the opt-out checkbox.



If you choose the opt-out option, fewer personal details are required for the participant. However, this makes it more difficult to trace the participant later, for example if a reminder email needs to be sent. For simpler and more efficient participant management, we recommend registering personal data. When opting for opt-out:

- The date of birth is replaced by age (in years)
- The postal code of the activity location is replaced by the municipality of the activity

The Send Email/SMS checkbox is selected by default. You can use this checkbox to block sending invitations or reminders to the participant. Disabling email or SMS may affect response rates, as no invitations will be sent for T0 and/or T1. Re-enabling email or SMS can only be done by the MDT helpdesk. Please contact the MDT helpdesk if needed.

Step 4. Save all participant information.

After entering the participant details, click the Save button (bottom left). The saved information is immediately visible in the MDT portal and can be viewed or edited via the Participants menu.

Participants will receive a link to T0 or T1 via email (at the designated time), or you can copy a QR code or link from the MDT portal to share.

For more information about sending invitations, reminders, and response tracking, see *Manual T0 & T1 Questionnaires*.

Note: When communicating with the MDT helpdesk about your participants, never share personal information via email (neither in the email body nor as an Excel attachment). Under GDPR, this is considered a data breach and must always be avoided. If you need to share information about registered participants, it is sufficient to refer to the Respondent ID. We can then locate the participant in the system ourselves. If you are unsure how to share the required information safely, contact the MDT helpdesk by phone first.

More information or contact

Please see the toolkit folder MDT-research Caribisch Nederland for manuals and instructions related to the MDT portal and study.

For questions and support, you can contact the MDT helpdesk.

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