

# SC Endeavors Registry

## Create an Organization Profile

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Instructions for creating an organization profile, adding employees, and creating classrooms for programs providing direct care to children.

### Sign In:

1. Go to [www.scendeavors.org](http://www.scendeavors.org).
2. Click "Registry login" in the top right-hand corner.
3. Click "Login" in the top right-hand corner.
4. Enter your email and password.
5. Click **LOGIN**.

### Organization Profile Management:

1. Scroll down on your Personal Profile to see the Organization Profile Management section.
2. Click **ADD ORGANIZATION PROFILE**.
3. One designated person from the organization should make and manage the Organization Profile. Click **CREATE PROFILE**.
4. Enter contact information.
5. Select that your organization provides direct care

### Direct Care Organization:

6. Enter your program identification information (license number, CC number, etc.)
7. Click **NEXT**.
8. Confirm the program listed is correct. Click **NEXT**.
9. Check the box for Training Sponsor Organization if this organization provides training.
10. Select your accreditation, if applicable. Click **NEXT**.
11. Enter your Program Enrollment information.
12. Click **NEXT**.
13. Verify your organization's address. Click **SUBMIT**.
14. Thank you for registering your organization. Your application has been submitted for review. You'll be notified via email when it is approved. You will then be able to sign in, access the organization maintenance features, and begin entering training courses and events as a Training Sponsor Organization, if selected.

### Access Organization Profile After Approval:

1. Once notified that the Organization Profile has been approved, log back in.
2. Use the navigation in the top right to click on your Organization Profile.
  - a. The first time you do this, you will need to agree to the terms of agreement and submit.

### Inviting Employees to Connect to the Organization Profile:

1. Click on the **EMPLOYEES** tab.

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2. Click **MANAGE INVITES**.
3. Click **INVITE STAFF**.
4. Enter Staff information, select position, and enter start date.
  - a. Please make sure the email address that you use is the email address the staff member uses/will use to log into the registry.
5. Click **SEND INVITE**.
6. Click **YES** or **NO** to invite additional staff or exit.
7. When all staff have been invited, click **CLOSE**.
8. Employees will populate when they have accepted.

**\*\*Directors-** please remember to include yourself in these efforts to add staff records to the organization profile. You can send yourself an invitation to create an employment record using the steps above or add an employment record on the Employment tab of your individual profile. **\*\***

## Verifying Employees Self-Reported Records:

1. On the Employees tab of the organization profile, you will see anyone that has created an employment record for your program.
2. This record is listed as Self-Reported until it is updated to Verified by Program.
3. Click **UPDATE** beside any record you wish to verify. Change the drop-down box in the pop-up to Verified by Program and **SAVE**.

## Adding Staff to Help Manage Organization Profile:

1. Staff added here can submit training courses for approval and schedule events, unlike employees listed on the Employees tab. A staff person must be entered on the Employees tab first to be given access to the Organization Profile in the steps below.
2. Click on **ORG DETAILS**.
3. Click on **MANAGE ORGANIZATION PROFILE USERS**.
4. You can select the staff you want to add from the list on the screen by clicking the **+** button.
5. Confirm you want to give that person access.

## Adding Classrooms and Assigning Teachers to Classrooms

1. Click on the **Classrooms** Tab.
2. Click **Edit**.
3. Enter information in the sections populated on the Program Enrollment page including the number of classrooms/groups.

### Program Enrollment

Enter the number of children by age group for which you provide care. In addition enter the number of high needs children in each age group. A child should be counted as "high needs" if meets one or more of the following criteria: children from low-income families (at or below 200% poverty rate) or otherwise in need of special assistance and support: Including children with disabilities or developmental delays, who are English Language Learners, who reside on "Indian lands", who are migrant, homeless or in foster care.

Number of Classrooms / Groups



Total Number of Children Enrolled:

0

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4. Enter the number of children **enrolled** in each age group. Enter the number of **“high needs”** children per classroom. A child should be counted as **“high needs”** if meets one or more of the following criteria:

- Receives child care subsidy (ABC voucher)
- Has documented special needs [e.g. Individualized Family Service Plan (IFSP) Individualized Education Plan (IEP)]
- A dual language learner
- Experiencing homelessness

Infants (0 to 12 months)	<input type="text"/>	High Needs	<input type="text"/>
Young Toddlers (12 to 24 months)	<input type="text"/>	High Needs	<input type="text"/>
Older Toddlers (2 to 3 years)	<input type="text"/>	High Needs	<input type="text"/>
Preschool (3 to 4 years)	<input type="text"/>	High Needs	<input type="text"/>
Pre-K (4 to 5 years)	<input type="text"/>	High Needs	<input type="text"/>
Kindergarten (5 to 6 years)	<input type="text"/>	High Needs	<input type="text"/>
Young School Age (6 to 9 years)	<input type="text"/>	High Needs	<input type="text"/>
Older School Age (9 to 13 years)	<input type="text"/>	High Needs	<input type="text"/>

5. Enter the number of children enrolled in the program for each of the ethnic/race group identified. Enter the number of children enrolled who speak English as a second language. Enter the number of children enrolled with developmental delays, disabilities and/or chronic health conditions.

## Race of Children Enrolled

American Indian/Alaskan Native	<input type="text"/>	Percent	0%
Asian/Pacific Islander	<input type="text"/>	Percent	0%
Black/African American	<input type="text"/>	Percent	0%
Hispanic/Latino	<input type="text"/>	Percent	0%
Bi/Multi-Racial	<input type="text"/>	Percent	0%
White	<input type="text"/>	Percent	0%

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Number of enrolled children speaking English as a second language?

Percent 0%

Number of enrolled children with developmental delays, disabilities and/or chronic health conditions?

Percent 0%

6. Put check marks next to the type of programming your organization provides. Enter start time and end time for your organization (i.e. operating hours). Put a check mark next to the days per week your organization offers services. Select a timeframe when your program is open and serving children. Enter times during the year that your program is closed and not serving children.

What kind of programming does your Organization offer? (Select all that apply)

- Part day (4 hours per day or less)
- Full day (More than 4 hours per day)
- Part week (less than 5 days per week)
- Full week (5 or more days per week)
- Evenings (after 7pm)
- Weekends (Saturday and/or Sunday)

Start Time

End Time

Days per Week

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

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When is your program open and serving children? (Please choose the one answer that best fits.)

⚠ -- Select Timeframe --

If your program closes (is not serving children) for two or more consecutive weeks at any time during the year, please describe below when your program is closed. Please be as specific as possible.

This program is closed during the following timeframe each year:

7. In the next section, put check marks next to the times transportation is provided for children. Add any additional information/details about your program in the Additional Details section.

Do you offer transportation for children?

To/From Home

To/From School

No Transportation Provided

Additional Details

8. Click **Update**.

9. Click **Edit** next to Director section if the Director is not listed. **If the Director is listed, skip to step 14.**

Director of Record Edit  
None

10. Click the **Add Director** tab.

Edit Director of Record Add Director  
Update Return

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11. Click **Select** next to the Director listed in the staff list.
12. Indicate date when this employee became the Director and click **Confirm**.
13. Confirm start date for Director and click **Update**.

## Add Director of Record

Wilkinsontest, Veronica #206138

Indicate when this employee became the Director of Record

mm/dd/yyyy

If applicable, when did this employee stop being Director of Record

mm/dd/yyyy

Confirm

Cancel

14. To add classrooms, scroll down and click on the **Add Classroom** tab to add classrooms.
15. This will take you to the Classroom Manager page. Under the General Information section, add classroom name and start date for the classroom opened.

**General Information**

If you are unsure about start date, simply enter today's date. If the classroom opened when the program opened, use that date. We recommend using a classroom name that will be consistent over time. If classroom names change frequently in your program, we recommend you name classrooms based on age groups.

Classroom Name  required

Start Date  required

16. Under the Teachers section, click the **Add Teacher** button on the right hand side to choose a teacher from the Employee list for the program. *If a teacher is not assigned to the classroom, check box next to **Teacher position is Vacant**.*

**Teachers**

If you are participating in ABC Quality, you are required to assign at least one teacher to each room.

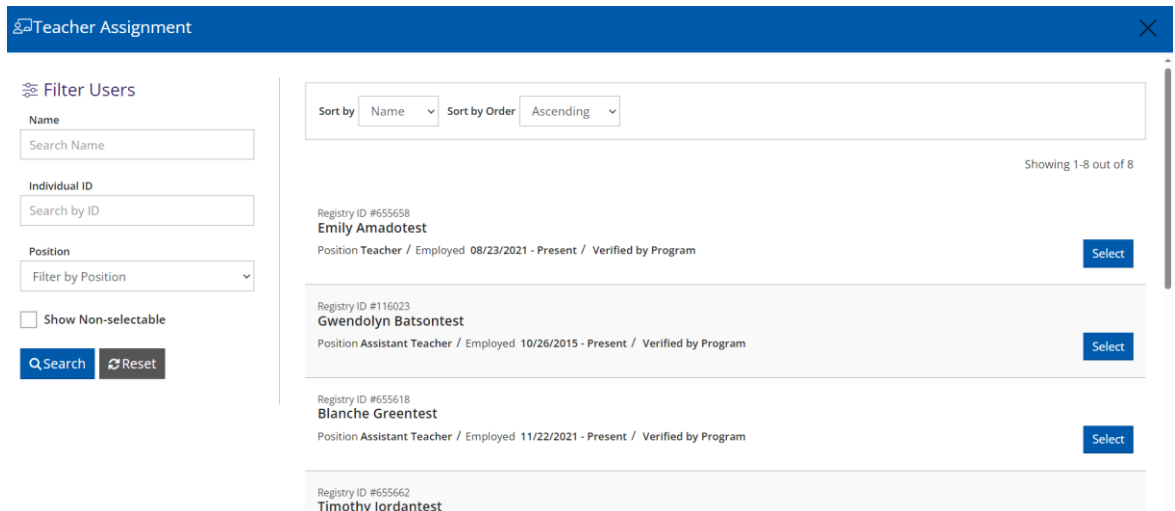
Teacher  **Add Teacher**

You may only select from Teachers that are already on your staff list and are providing direct care to children.

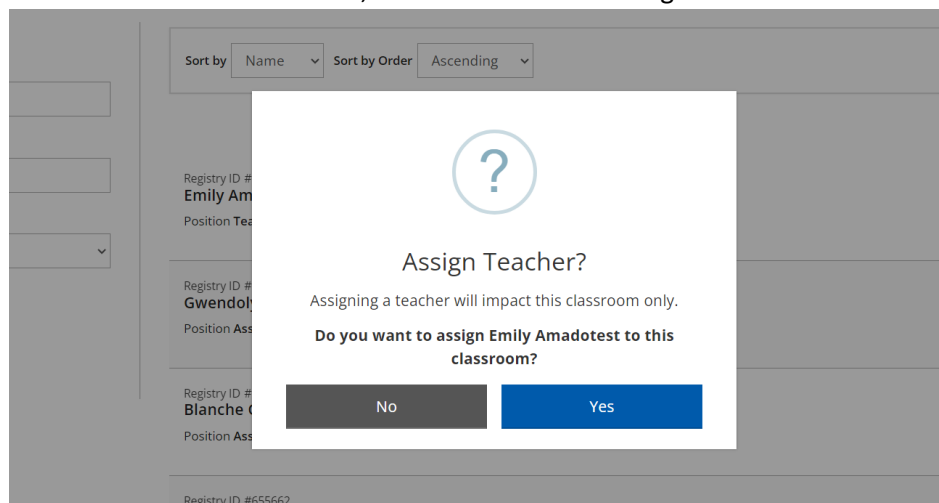
Teacher position is Vacant

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17. This will take you to the Teacher Assignment page. On the Teacher Assignment page, click Select next to the name(s) of the teacher(s) assigned to the classroom you are creating. There filter options on the left hand side that can assist with searching for teachers on the employees list.

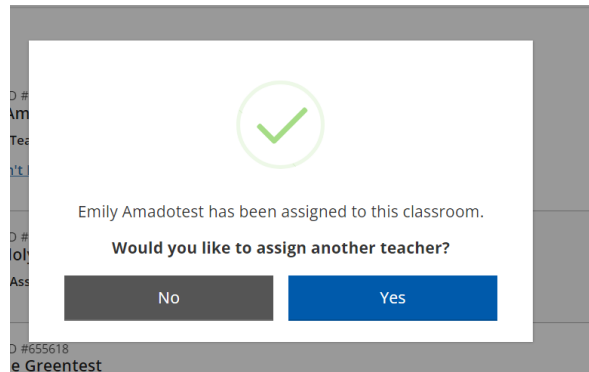


18. After each name you select, you will receive a message requesting to confirm that you want to assign the teacher to the classroom. Click Yes, if this is the teacher assigned to the classroom.



19. If there is more than one teacher assigned to the classroom, you can click Yes when you receive the message *Would you like to assign another teacher?*

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20. After all names of the teachers assigned to the classroom have been selected, click No to the message *Would you like to assign another teacher?* This will take you back to Classroom Manger page.

21. Next, you will enter information requested in the Capacity & Enrollment section.

## Capacity & Enrollment

Max Room Enrollment is the maximum number of children you would want enrolled in this room. Max Room Enrollment should not exceed the room capacity as defined by child care licensing, if applicable.

Max Room Enrollment

Please select all the age ranges represented in this classroom.

*required*

- Infants (0 to 12 months)
- Young Toddlers (12 to 24 months)
- Older Toddlers (2 to 3 years)
- Preschool (3 to 4 years)
- Pre-K (4 to 5 years)
- Kindergarten (5 to 6 years)
- Young School Age (6 to 9 years)
- Older School Age (9 to 13 years)

Please select all that apply regarding the children this classroom serves.

- This classroom currently serves children that are Dual Language Learners.
- This classroom currently serves children with development delays, disabilities and/or chronic health conditions.



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22. Click Save Classroom when you have completed all three sections on the Classroom Manager page. Click Ok to confirm classroom has been added.
23. Repeat steps 14-22 until you have added ALL classrooms for your program. Classrooms can be edited by clicking on the edit icon located in the top right corner for each classroom.

Infants 

Teacher	Amadotest, Emily
Age Ranges	Infants (0 to 12 months)
Majority Age Range	None
Max Room Enrollment	12
Serves Children that are DLL	No
Serves Children with developmental delays, disabilities and/or chronic health conditions.	No

