

# SC Endeavors Registry

## How to Enter Event Attendance using Online Registration

---

### 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**.

### Individual Trainer:

1. Use the top left menu to select TRAINING ENTRY.
2. Skip to #2 on the Training Entry instructions below.

### Organization:

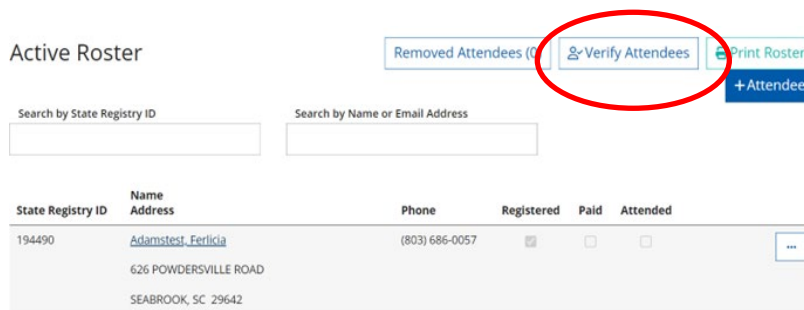
1. Click on your training organization in the top right navigation.

### Training Entry:

1. Use the top left menu to select **TRAINING ENTRY**.
2. You will see two tabs labeled Events and Courses. **EVENTS** will already be selected.
3. Make sure the date in the **DATE FROM** box is prior to the event date you are searching for and select **ACCEPTED** from the **EVENT STATUS** drop down. Click **FILTER EVENTS**.
4. You can also search by Event ID in the search fields.
5. Click on the Event ID number to open the event.

### Roster Entry:

6. Click the **MANAGE** button in the Roster section of the page. Then, click **ROSTER**.
7. Click the **VERIFY ATTENDEES** button to add attendees to roster.



Active Roster

Removed Attendees (0) **Verify Attendees** **Print Roster**  
**+Attendee**

Search by State Registry ID  Search by Name or Email Address

State Registry ID	Name Address	Phone	Registered	Paid	Attended	
194490	<a href="#">Adamstest, Ferlicja</a> 626 POWERSVILLE ROAD SEABROOK, SC 29642	(803) 686-0057	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="..."/>

8. Click on the box next to the name of the attendee to be added to the roster. Attendees can be sorted by State Registry ID, First Name, or Last Name and sort by Order with Ascending or Descending as choices.

# SC Endeavors Registry

**Filter Attendees**

**Registrant Name**  
Search by Name

**State Registry ID**  
Search by State Registry ID

**Email**  
Search by Email

**Verification Status**  
 Verified  
 Unverified

Sort by: State Registry ID | Sort By Order: Ascending

Select All Update Verification Status

Showing 1-25 out of 67

<input type="checkbox"/>	State Registry ID #112929 <b>Carolyn Torres grohtest</b> Email: Carolyn.Torres.grohtest@email.com
<input type="checkbox"/>	State Registry ID #117872 <b>Caroline Jenkinstest</b> Email: Caroline.Jenkinstest@email.com
<input type="checkbox"/>	State Registry ID #119320 <b>Belinda Reeveestest</b>

9. After all attendees have been added to the roster by clicking on the box next to their name, click **UPDATE VERIFICATION STATUS** located in the right hand corner to save roster and complete the training credit process. Click **BACK** to return to the Training Event.

**Filter Attendees**

**Registrant Name**  
Search by Name

**State Registry ID**  
Search by State Registry ID

**Email**  
Search by Email

**Verification Status**  
 Verified  
 Unverified

Sort by: State Registry ID | Sort By Order: Ascending

Select All Update Verification Status

Showing 1-25 out of 67

<input type="checkbox"/>	State Registry ID #112929 <b>Carolyn Torres grohtest</b> Email: Carolyn.Torres.grohtest@email.com
<input type="checkbox"/>	State Registry ID #117872 <b>Caroline Jenkinstest</b> Email: Caroline.Jenkinstest@email.com
<input type="checkbox"/>	State Registry ID #119320 <b>Belinda Reeveestest</b>

# SC Endeavors Registry

10. Training Event Attendance is now open. Check the Attended box for each participant that was present for the duration of your training. Once everyone is checked, click **UPDATE ATTENDANCE**.
11. If you had a participant that attended without registering online, Click **+ ATTENDEE**.
12. Use the fields to search for individuals on the paper roster to add their name on the online roster. The attendance verification form will help with this information.
13. Click **SEARCH/LOCATE** for search results.
14. Scroll down to the search results. Click **SELECT** on the correct individual.
15. Verify their information and click **COMPLETE REGISTRATION**.
16. If someone cannot be located by any of the three search options, click **ENTER BY NAME**.
17. Make sure the box for Create Individual Account is checked and enter the required information. This information is collected on the Attendance Verification form. Click **COMPLETE REGISTRATION**. Enter more individuals or click **RETURN** to get back to the primary search methods.
18. Once everyone on the roster has been updated and entered, click **EXIT ROSTER**.

## Training Event:

19. The Training Event page will populate. Scroll to the bottom to see Training Event Documentation.
20. Click **MANAGE**.
21. Scan the roster onto your desktop with the name of the trainer and date of training as the document name.
22. Click the **+ FILE** button.
23. Search for the document on your desktop and attach. Then, click **SAVE**.
24. Scroll to the top of the page, Click the **EVENT** drop down. Then click **COMPLETE (the roster can no longer be edited after this step)**.
25. **CONFIRM** you want to mark the event as complete.
26. Event Saved. Click **OK**.
27. Click **CLOSE**. The roster entry is complete.