

SC Endeavors Registry

How to Schedule a Training Event with Online Registration

Sign In:

1. Go to 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:

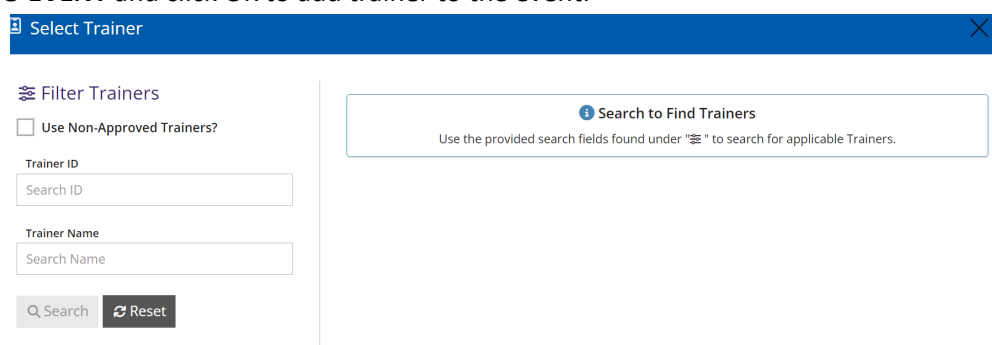
1. Click on your training organization in the top right navigation.

Training Entry:

1. Use the top left menu to select **TRAINING ENTRY**.
2. You will see two tabs labeled Events and Courses. The **EVENTS** tab should already be selected.
3. Click on **NEW EVENT**.

Select a Course:

1. Search for the training course you want to schedule and click **SELECT**.
2. The course will populate. Click **CONTINUE**.
3. Enter the first and last name of the of the intended trainer then click **SEARCH**. Trainer's information will populate. Click **SELECT** next to the trainer's name. Then click **Yes** to add trainer to the event. Close the Trainer Entry section by clicking on the X in the right corner. If a Non-Approved Trainer is facilitating the training, check the box next to Use Non-Approved Trainers? to select this option. Enter the trainer's name, organization, and qualifications. Then click **ADD TO EVENT** and click OK to add trainer to the event.



4. **SELECT** a language for the training.
5. If the event is being sponsored by a training organization, a Training Sponsor Organization can be added at this time.
6. If the event is being sponsored by two or more training organizations, a Training Co- Sponsor can be added at this time.
7. To add, click **SELECT TRAINING SPONSOR**.
8. Use the top right button to search by the organization name or ID and select from the search results. Click **OK** to confirm and click **CONTINUE**.
9. If the training is being given to a specific organization and its employees, complete the Recipient Organization Entry. You may select several organizations if applicable. *NOTE: Most*

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training will NOT have a Recipient Organization. Contact SC Endeavors if you have questions.

10. To add, click **+Recipient Organization**.
11. To search for the Recipient Organization, use the search bars on the left. Recipient Organizations can be searched by ID, type, license number, region, or organization name. Click **SELECT** to add program from search results to the event.

Event Details:

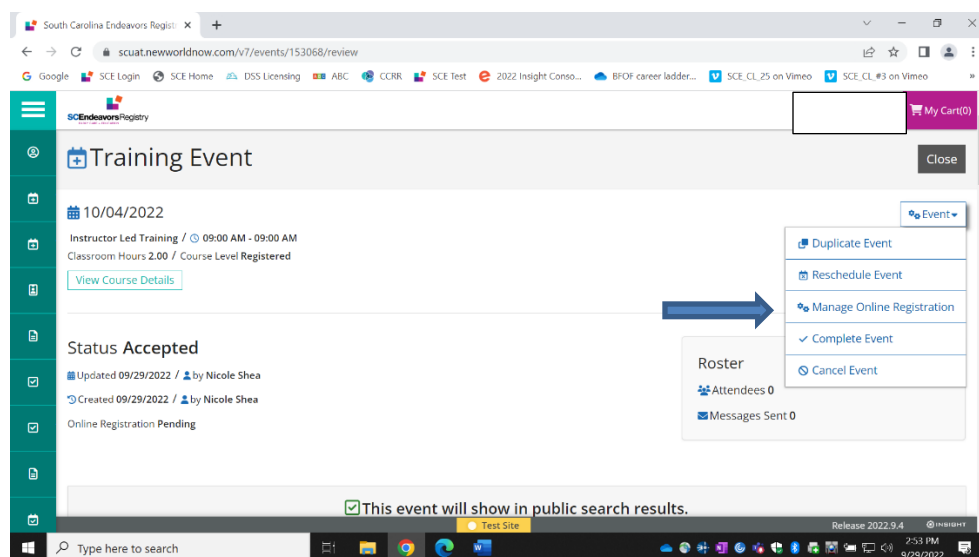
1. Select the boxes that apply for Assessment of Learning and Delivery Methods.
2. Click **CONTINUE**.
3. Select the option to show or not show your event on the public search. Events for Registered Trainings cannot be shown on the public search.
4. Choose Type of training- IN PERSON OR VIRTUAL. Complete required information for the type of training.
5. Fill in the information for the event setting, date, and time.
6. Contact information will automatically populate from the Individual Trainer Profile
7. Click **CONTINUE**.
8. Select the option for **Required Registration**. Check the box for Register Online. The following information will need to be provided:
 - Max # of participants
 - Registration start date and end date
 - Hide listing until registration date
9. Click **SAVE & REVIEW**.
10. Event Saved. Click **OK**.

Submit Event:

1. Review the information and click **SUBMIT EVENT**.
2. Event Saved. Click **OK**.

Set Up Online Registration:

1. After event has been submitted, online registration will need to be set up.
2. Click **EVENT** tab for a drop down menu. Select **MANAGE ONLINE REGISTRATION**.



3. Select information wanted to collect from attendees (i.e. first name, last name, email address,

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telephone number, etc.). Click **NEXT**.

4. Create messages desired to be sent to registered attendees. The message may need to include the link to register for ZOOM, Microsoft TEAMS, etc. for participants to receive the training link. Preview registration information.
5. Check box to agree to terms and conditions for online registration.
6. Click **ACTIVATE** button. Click **RETURN** to go back to the event.

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