

SC Endeavors Registry

How to Enter a Conference

Login to your account:

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**.

Training Organization:

You must have the Training Sponsor Organization and Conference Organizer option checked on your Org Details tab of your organization profile. If you do not, please email scendeavors@dss.sc.gov

6. Use the left-hand navigation to click on **TRAINING ENTRY**.
7. Click **NEW CONFERENCE**.
8. Enter the conference name. Click **SAVE & OPEN**. A conference saved with only the title will not be approved.
9. Click **MANAGE** on the Conference Details section.
 - a. Select the option to have your conference show in the public search and enter the information for the conference. You must enter a location for the conference, even if it is virtual. Click **SAVE**. Then, click **OK**.
10. Click **MANAGE** on the Conference Registration section.
 - a. Enter the Registration Deadline and the web address where participants register. Click **SAVE**. Then, click **OK**.

Add Conference Sessions:

11. Click **+ SESSION** to add a conference session.
12. Select the session type from the drop down.
 - a. A Training Session would encompass any session that should receive DSS credit hours.
 - b. A Non-Training Credit Session would capture any sessions that should not receive credit, as well as any end of day socials, lunches, exhibitor visiting time blocks, etc.
13. Enter the Session Details. If your conference is virtual, enter the meeting/webinar platform being used in the Location field. This will show participants that the conference session is virtual. If it's a Non-Training Credit Session, you will not add a trainer. Skip to Step 18.
14. Click **+ TRAINER** to add the session's trainer. Search by Trainer ID or Trainer Name. If you choose to use a Non-approved trainer because they are not in the registry, you must enter all fields of information to have them approved.
15. If you would like the Trainer associated with this session to enter the attendance, check the box to give them **ADMINISTRATIVE ACCESS** to this individual event. They will not be able to

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change any information or see any additional conference information, only enter attendance for the session they conducted.

16. Select the Training Language.
17. Enter the Course Details.
 - a. All conference courses are a **Registered** Course Type.
 - b. If your conference is virtual, select **Registered – Web Based and Bloodborne Pathogens**.
 - c. Fill out the remaining course details and topic area selections. A session must be at least one hour. If you wish to enter multiple topic areas, there must be at least one hour devoted to each topic area. Example: A 1 hr session may only have one topic area. A 2 hr session may have 2 topic areas. Etc.
18. Click **SAVE**.
19. Click **YES** to add another session or **NO** if you are finished or want to add more sessions later.
 - a. If you click **NO**, then click **OK**.
20. Once you have submitted conference sessions, click **SUBMIT CONFERENCE**.
21. Read and agree to the Terms and Conditions. Check the box and click **CONTINUE**.
22. Click **REVIEW CONFERENCE**. The conference is submitted and will be reviewed by a Training Coordinator at SC Endeavors.

Editing or Canceling Sessions After the Conference is Approved:

23. Access the conference by clicking **TRAINING ENTRY** on the left navigation of your organization profile.
24. You will see your conference sessions with a **CS** icon and the conference with a **C** icon. Individual sessions can only be edited in the conference link.
25. To edit a session, click on the conference. Then, click **MANAGE** beside the session you would like to edit or cancel. This step should only be done after the changes have been reviewed by SC Endeavors. Please email any changes to scendeavors@dss.sc.gov prior to making changes within the registry.