

SC Endeavors Registry

How To Search For Training and Register Online

Sign In:

1. Go to 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**.

Search for Training:

1. Use the left side navigation to click on **SEARCH FOR TRAINING**.
2. Use fields to search for training opportunities available.
3. Click **LOCATE EVENTS**.
4. Each event listed provides information on attending the training.
 - a. This may require registering online through a link provided, registering online through the registry, or not require anything other than attending.

Registration:

1. If registration is required, click on the **REGISTER** or **REGISTER ONLINE** button in the bottom right corner of the event.
 - a. **REGISTER** will take you to the training organization's external registration site to follow the steps outlined on their site.
 - b. **REGISTER ONLINE** will take you to register for the event in the registry.
2. When you click to register through the registry, the webpage will pop up to register yourself, enter information, and agree to the terms and conditions. Then, click **COMPLETE REGISTRATION** for free events. For events with a fee, click **ADD EVENT TO CART**.
 - a. If you are the owner of your Organization Profile, you also will have the opportunity to sign up your staff by selecting that option. This will allow you to select from your staff list and send an email to them for confirmation.
3. For free events, your registration is complete. For events with a fee, after adding to your cart, click **MY CART** in the top right corner.
4. Review the items in your cart and click **CHECKOUT**.
5. Enter your payment information and click **SUBMIT PAYMENT**.