

SC Endeavors Registry

Stripe Account Set Up for Online Registration

Sign In:

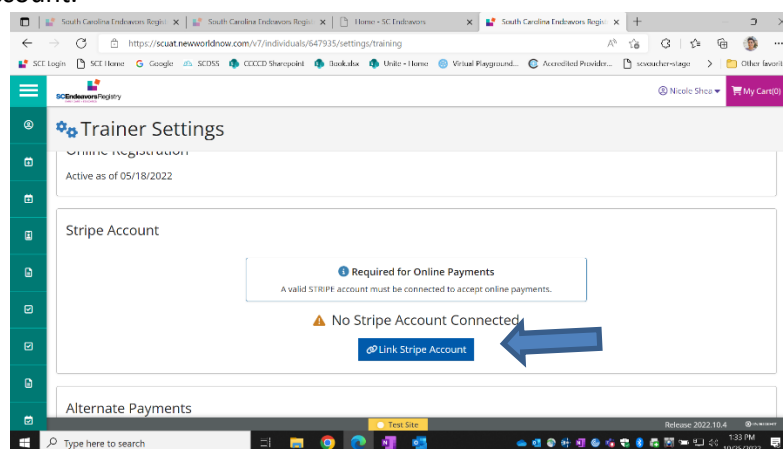
1. Go to www.scendeavors.org.
2. Click **REGISTRY LOGIN** in the top right-hand corner.
3. Click **LOGIN** in the top right-hand corner.
4. Enter your email and password.
5. Click **LOGIN**.

Personal Profile or Organization Profile:

1. If setting up a stripe account for an individual, confirm your name is displayed in the top of the right navigation.
2. If setting up a stripe account for a training sponsor organization, confirm the name of the organization is display in the top of the right navigation.

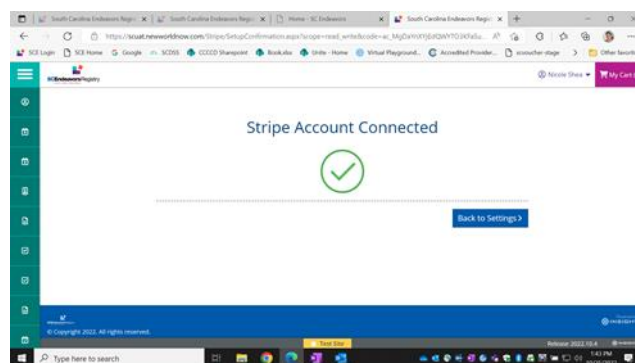
Setting Up Stripe Account:

1. Use the top left menu to select **TRAINER SETTINGS**. Select **TRAINER SETTINGS**.
2. Scroll down to the section titled Stripe Account. Click on **LINK STRIPE ACCOUNT** to create an account.

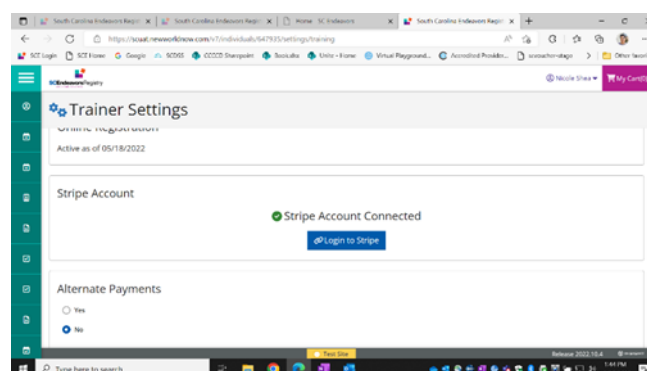


3. To set up your stripe account you will enter an email address and create a password (minimum of 10 characters). A request for a mobile phone number will appear to verify account. A 6 digit verification code will be sent to that number via text message. Enter the 6 digit verification code and click **CONTINUE**.
4. The following information will need to be entered: Business Location (i.e. United States), Type of Business (individual, company, or nonprofit). Click **CONTINUE**.
5. Enter verification information under the following sections: Personal or Company Details, Professional Details, Add information for Bank Receiving Payments, Add Public Details for Customers. Review information entered and click **SUBMIT**.
6. Page will return to the SC Endeavors registry displaying a message that **STRIPE ACCOUNT CONNECTED**.

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7. Click **BACK TO SETTINGS**. Under the Stripe Account section, you will see a tab to log into your stripe account.



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. **SELECT** a language for the training.
4. If the event is being sponsored by a training organization, a Training Sponsor Organization can be added at this time.
5. To add, click **SELECT TRAINING SPONSOR**.
6. 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**.
7. If the event is being sponsored by two or more training organizations, a Training Co-Sponsor can be added at this time.
8. To add, click **SELECT TRAINING SPONSOR**.
9. 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**.
10. 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 training will NOT have a Recipient Organization. Contact SC Endeavors if you have questions.*
11. To add, click +Recipient Organization.
12. To search for the Recipient Organization, use the search bars on the left. Recipient

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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:

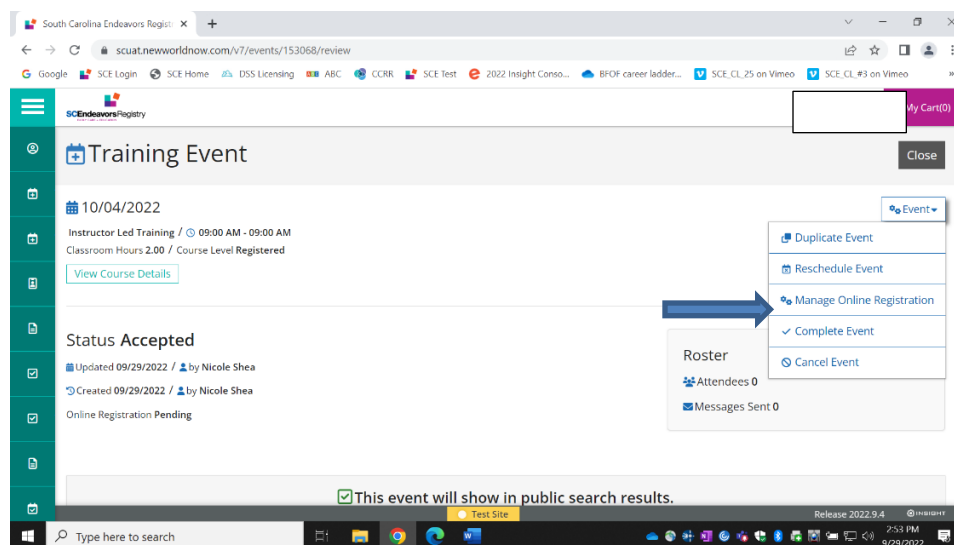
1. Select the boxes that apply for Assessment of Learning and Delivery Methods.
2. Click **CONTINUE**.
3. Select the option to show or not show your event on the public search. Events for Registered Trainings cannot be shown on the public search.
4. Fill in the information for the event setting, date, and time.
5. Contact information will automatically populate from the Individual Trainer Profile
6. Click **CONTINUE**.
7. 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
8. Click **SAVE & REVIEW**.
9. Event Saved. Click **OK**.

Submit Event:

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

Set Up Online Registration:

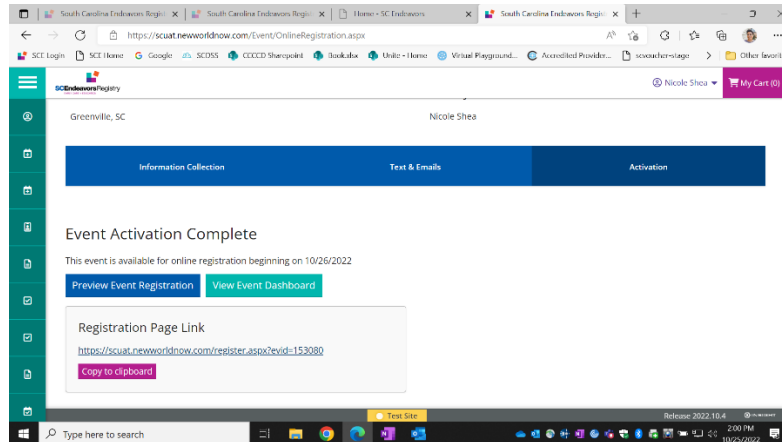
1. After event has been submitted, online registration will need to be set up.
2. Click **EVENT** tab for a drop down menu. Select **MANAGE ONLINE REGISTRATION**.



3. Select information wanted to collect from attendees (i.e. first name, last name, email address, telephone number, etc.).
4. Under the **REGISTRATION FEES** tab, click **ADD FEES** located on the right-hand side. Complete the registration fees form. Click **ADD FEE**.
5. Click **NEXT** to create messages desired to be sent to registered attendees.
6. Under the **EVENT ACTIVATION** tab, you can preview registration information to view how the event registration will appear to attendees. Click **CLOSE** after reviewing.

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7. Check box to agree to terms and conditions for online registration and payment.
8. Click **ACTIVATE** button. **EVENT ACTIVATION COMPLETE** message will appear along with two tabs for options to Preview Event Registration and View Event Dashboard and a hyperlink to event registration that can be copied. View Event Dashboard allows you to preview registration, view/edit roster, and see revenue generated from registration payments.



9. Click **RETURN** to go back to the event.

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