

# SC Endeavors Registry

## How to Enter a Conference

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### Login to your account:

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**.
6. **SELECT** your organization by clicking on your name in the right-hand corner. The organization name will be included within the drop-down. Select your organization that is providing the conference.

### 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](mailto:scendeavors@dss.sc.gov)\*

7. Use the left-hand navigation to click on **TRAINING ENTRY**.
8. Click **NEW CONFERENCE**.
9. Enter the conference name. Click **SAVE & OPEN**. A conference saved with only the title will not be approved.
10. 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. Select **VIRTUAL CONFERENCE**, or enter a **LOCATION** for an in-person event. If you are offering a hybrid conference, enter a location. You will have the option to provide virtual sessions when entering your session details. Click **SAVE**. Then, click **OK**.
11. 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:

12. Click **+ SESSION** to add a conference session.
13. 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.
14. Enter the Session Details. If your conference is virtual, click **VIRTUAL** and enter the meeting/webinar platform. If the session is **IN-PERSON**, enter a location. If it's a Non-Training Credit Session, you will not add a trainer. Skip to Step 18.

# SC Endeavors Registry

15. 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.
16. 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 change any information or see any additional conference information, only enter attendance for the session they conducted.
17. Select the Training Language.
18. Enter the Course Details.
  - a. All conference courses are set as **Registered** Course Type and courses are set as **Registered – Conference Session** 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 hour session may only have one topic area. A 2 hour session may have 2 topic areas, etc.)
  - d. Add a qualification if applicable for the session (i.e. ABC Nutrition, ABC Physical Activity, ABC Social Emotional).
19. Click **SAVE**.
20. 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**.
  - b. To **DUPLICATE** a session, to offer as a repeat, go to the **MANAGE** button next to the session offering, click **DUPLICATE SESSION**, and fill in the details.
21. Once you have submitted conference sessions, click **SUBMIT CONFERENCE**.
22. Read and agree to the Terms and Conditions. Check the box and click **CONTINUE**.
23. Click **REVIEW CONFERENCE**. The conference is submitted and will be reviewed by a Training Coordinator at SC Endeavors.
24. When the conference has been submitted, edits or changes are not permitted.

## Editing or Canceling Sessions for Revisions Required:

25. Access the conference by clicking **TRAINING ENTRY** on the left navigation of your organization profile.
26. You will see your conference sessions with a **CS** icon and the conference with a **C** icon. Individual sessions can be edited using the conference session (**C icon**) link.
27. To edit a session, click on the conference session link. Then, click **MANAGE** to edit or cancel the session. After edits or changes have been completed, click **SAVE**. When prompted to Submit for Review, select YES to resubmit the session to be reviewed by a Training Coordinator.

## Taking Attendance:

Taking participant attendance at your conference event is essential for providing DSS credit hours. Please refer to the how-to-guide for "How to Enter Conference Attendance" based on your conference offering (in-person, virtual, etc.) for more information.