

SC Endeavors Registry

How to Create an Event for an Approved Course

Sign In:

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

Individual or Organization:

1. To schedule an event, identify where you submitted the course for approval.
2. If you submitted it for approval under your name as an Individual Trainer, click on your name in the top right navigation.
3. If you submitted it for approval under a Training Organization, click the Training Organization name 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. If the course is under a Training Organization, there is an option to add a Trainer to the course.
4. To add, click **+TRAINER** and use the top right button to search by their name or Trainer ID. Non-Approved Trainers may only be added to an event in specific circumstances. Please refer to our training policy on SCEndeavors.org.
5. Select the trainer you would like to add from the search results.
6. More trainers can be added by clicking **YES**. Select **NO** if there are no more trainers to be added.
7. Check the **ADMINISTRATIVE ACCESS** box, if the trainer should be able to manage the event.
8. Select the Training Language.
9. If the event is being made under an Individual Trainer, a Training Sponsor Organization can be added at this time.
10. To add, click **SELECT TRAINING SPONSOR**.
11. Use the top right button to search by the organization name or ID and select from the search results.
12. Click **OK** to confirm.
13. Click **CONTINUE**.

Event Details:

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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 or Organization Profile.
6. Click **CONTINUE**.
7. Select the option for Required Registration. If marked required, attendees will know that registration is required either in the online registration through the registry or through a third party registration.
8. Click **SAVE & REVIEW**.
9. Event Saved. Click **OK**.

Submit Event:

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

Access Training Materials:

1. Click **TRAINING MATERIALS**.
2. The pop up contains the Attendance Verification Form, Official DSS Attendance Roster, and Event Registration Report for this scheduled event. Training Materials are formatted for each scheduled event and its information.
3. Click **CLOSE** to exit Training Materials.
4. Click **CLOSE** to exit Training Event.