

# SC Endeavors Registry

## How to Enter Event Attendance using Online Registration

### Sign In:

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**.

### Organization:

1. Click on your training organization 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. **EVENTS** will already be selected.
3. Make sure the date in the **DATE FROM** box is prior to the event date you are searching for and select **ACCEPTED** from the **EVENT STATUS** drop down. Click **FILTER EVENTS**.
4. You can also search by Event ID in the search fields.
5. Click on the Event ID number to open the event.

### Roster Entry:

6. Click the **MANAGE** button in the Roster section of the page. Then, click **ROSTER**.
7. You will see this screen:

The screenshot displays the 'Training Event Attendance' interface. At the top right, there is a button labeled '< Exit Roster'. Below this, the event title 'How to Use Online Registration' is shown, along with the date 'Friday, July 17, 2020' and time '5:00 PM to 6:00 PM (1.00 Hours)'. The location is 'Greenville, SC' and the primary trainer is 'Carrie Kay'. The event ID is '143465' and it is 'CERTIFIED'. The 'Active Roster' section contains a table with two attendees. The table has columns for State Registry ID, Name Address, Phone, Registered, Paid, and Attended. Each row also includes icons for list, edit, and delete. At the bottom, there are buttons for 'Email Attendees' and 'Update Attendance'.

Training Event Attendance

How to Use Online Registration

Friday, July 17, 2020

5:00 PM to 6:00 PM  
(1.00 Hours)

Location: Greenville, SC

Primary Trainer: Carrie Kay

EVENT ID: 143465  
CERTIFIED

Active Roster

Removed Attendees (0) Print Roster + Attendee

State Registry ID	Name Address	Phone	Registered	Paid	Attended	
545003	Kapowski, Kelly 225 S PLEASANTBURG DR GREENVILLE, SC	(864) 250-8682	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
545004	Kay, Carrie	(864) 5046	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Email Attendees Update Attendance

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8. Training Event Attendance is now open. Check the Attended box for each participant that was present for the duration of your training. Once everyone is checked, click **UPDATE ATTENDANCE**.
9. If you had a participant that attended without registering online, Click **+ ATTENDEE**.
10. Use the fields to search for individuals on the paper roster to add their name on the online roster. The attendance verification form will help with this information.
11. Click **SEARCH/LOCATE** for search results.
12. Scroll down to the search results. Click **SELECT** on the correct individual.
13. Verify their information and click **COMPLETE REGISTRATION**.
14. If someone cannot be located by any of the three search options, click **ENTER BY NAME**.
15. Make sure the box for Create Individual Account is checked and enter the required information. This information is collected on the Attendance Verification form. Click **COMPLETE REGISTRATION**. Enter more individuals or click **RETURN** to get back to the primary search methods.
16. Once everyone on the roster has been updated and entered, click **EXIT ROSTER**.

## Training Event:

17. The Training Event page will populate. Scroll to the bottom to see Training Event Documentation.
18. Click **MANAGE**.
19. Scan the roster onto your desktop with the name of the trainer and date of training as the document name.
20. Click the **+ FILE** button.
21. Search for the document on your desktop and attach. Then, click **SAVE**.
22. Scroll to the top of the page, Click the **EVENT** drop down. Then click **COMPLETE (the roster can no longer be edited after this step)**.
23. **CONFIRM** you want to mark the event as complete.
24. Event Saved. Click **OK**.
25. Click **CLOSE**. The roster entry is complete.