SCEndeavors
EARLY CARE + EDUCATION

How to Schedule a Training Event with 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.**

Individual Trainer:

1. Use the top left menu to select **TRAINING ENTRY**.

2. Skip to #2 on the Training Entry instructions below.

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. The **EVENTS** tab should already be selected.
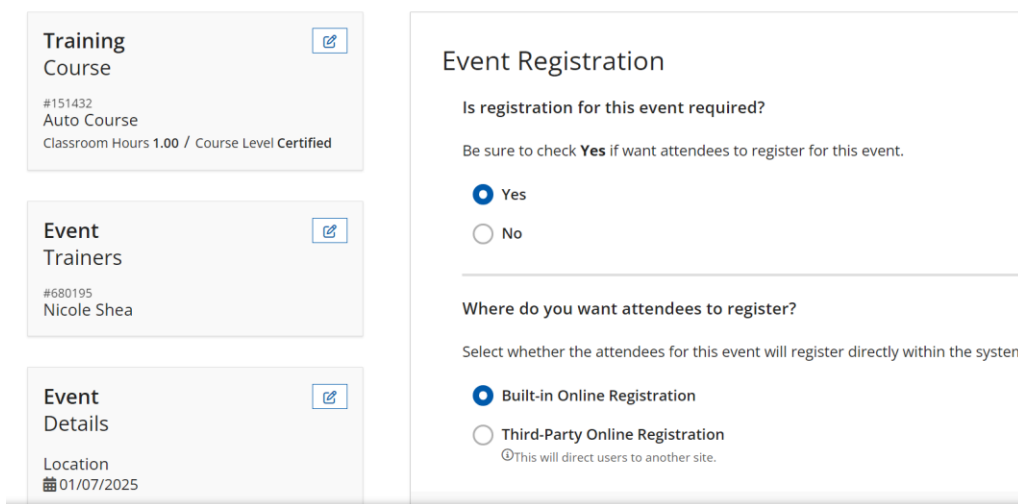3. Click on **NEW EVENT**.

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 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 YES if registration for the training event is required. If you are using the online registration feature available through the registry, choose option BUILT-IN ONLINE REGISTRATION *(See steps 8-10 set up the online registration)*. If the Third-Party Online Registration option is chosen, you will need to provide information regarding on how to complete the registration process.

8. The following information will need to be provided to set up the **BUILT-IN ONLINE REGISTRATION:**
   - Identify if the training event is free
   - Max # of participants
   - Registration start date and end date
   - Option to hide listing until registration date
   - Text for email reminders to be sent to attendees
   - Additional data information to be completed when registering for the training (i.e. Company/Organization Name, Mailing Address, Phone Number, Mobile Number)

Please complete the fields below to enable online registration for this event.

☑ This is a **Free** event

ⓘ If Yes, no registration fees can be configured or collected.

Max Number of Participants

Registration Start Date

Date

~~Required to submit~~

ⓘ mm/dd/yyyy

Registration End Date

01/07/2025

ⓘ mm/dd/yyyy

☐ Hide Listing Until Registration Start Date

Would you like to require some optional data elements?

The data elements listed below are optional by default. Check any or all that you would like to require attendees to provide, or leave unchecked to remain optional.

☐ Require Company/Organization Name

☐ Require Mailing Address

☐ Require Primary Phone Number

☐ Require Mobile Phone Number

[‹ Previous] [Save as Draft] [Save & Review]

☑ Registration Emails and Text

9. Click **SAVE & REVIEW** after all information has been entered.

10. Event Saved. Click **OK**.

11. After clicking OK, the page will return to the Training Event page in order for the training event and online registration information to be reviewed. After reviewing the training event information, click **SUBMIT EVENT**

12. Review and agree to the Online Registration Terms and Conditions, click on the box next to the statement *I agree to the terms and conditions as defined above.* Then click **CONTINUE**. Click **OK** to save the training event.