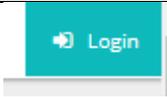
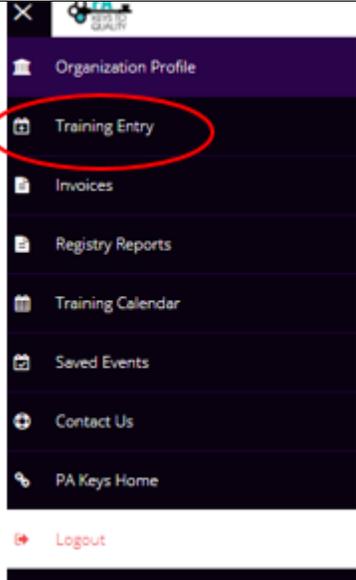
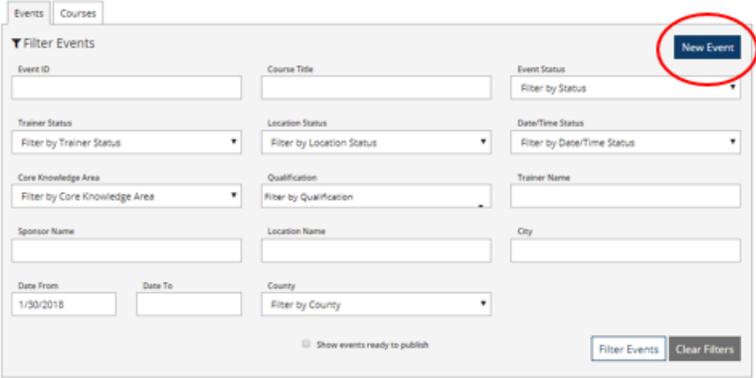
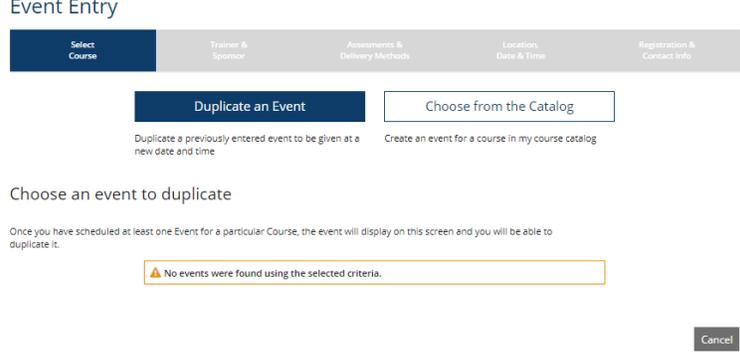
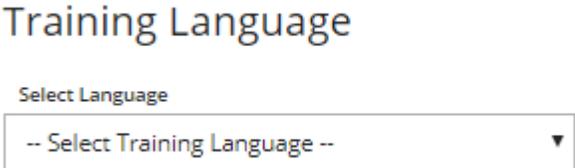
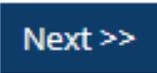


Creating an Event

1. Go to www.papdregistry.org	
2. Click Login in the upper right-hand corner.	
3. Enter in your login information and then click 'Login'.	
4. If you are creating an event for your organization, make sure you select your organization from the drop down in the upper right hand by your name.	
5. Select 'Training Entry' in the left-hand menu.	

<p>6. Click 'New Event'</p>	
<p>7. Select the appropriate choice. -Duplicate an Event -Choose from the Catalog</p>	
<p>8. Search for the course you wish to schedule, then select the course.</p>	
<p>9. You will be able to review the course information this page. Click 'Next' to continue.</p>	
<p>10. Choose the correct Event Funder from the drop-down menu</p>	
<p>11. Click '+Trainer', and select the correct trainer for the event.</p>	
<p>12. Choose the Training Language from the drop-down menu.</p>	

<p>13. Click 'Next'</p>	
<p>14. Complete the Assessment of Learning and Delivery Methods sections on this page.</p>	<p>Assessment of Learning:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Demonstration of Skills <input type="checkbox"/> Interview <input type="checkbox"/> Observation <input type="checkbox"/> Portfolio <input type="checkbox"/> Pre/Post Test <input type="checkbox"/> Project <input type="checkbox"/> Q&A <input type="checkbox"/> Reflection Paper <input type="checkbox"/> Research Paper <input type="checkbox"/> Self Report <input type="checkbox"/> Other Description: <input type="text"/> <p>Delivery Methods:</p> <ul style="list-style-type: none"> <input type="checkbox"/> CD/DVD/Video <input type="checkbox"/> Classroom/Face to Face <input type="checkbox"/> Coach <input type="checkbox"/> Group <input type="checkbox"/> Hybrid (combination face to face and web format) <input type="checkbox"/> Panel Discussion <input type="checkbox"/> Web Based <input type="checkbox"/> Webinar <input type="checkbox"/> Other Delivery Method Description: <input type="text"/>
<p>15. Click 'Next'</p>	
<p>16. Select the type of event location your event is. If you select web-based, enter in the website or URL to access the event.</p> <p>Check the Confirmed box in the right corner.</p>	<p style="text-align: center;">Event Location</p> <p>Type <input type="text" value="Classroom"/></p> <p>Event Location <input type="checkbox"/> Confirmed</p> <p>Type <input type="text" value="Web Based"/> Web Address* <input type="text"/></p>

17. Enter in the location of the event.	<p>Location Name*</p> <input type="text" value="Search saved location"/> <p><small>Begin typing the address or location name to search your saved locations</small></p> <p>+ Location <input checked="" type="checkbox"/> Manage Locations <input type="button" value="Map saved locations"/></p>
18. Enter in the Event Date and Time.	<h3>Event Date/Time</h3> <p><input type="checkbox"/> Confirmed</p> <p>Self Paced <input checked="" type="radio"/> No <input type="radio"/> Yes <small>Select Yes only if this event has unique start & end dates for individual participants.</small></p> <p>Multiple Sessions <input checked="" type="radio"/> No <input type="radio"/> Yes <small></small></p> <p>Start Date* End Date*</p> <input type="text"/> <input type="text"/> <p>Start Time: End Time:</p> <input type="text"/> <input type="text"/> <p>Addl. Date/Time Info</p> <input type="text"/>
19. Click 'Next'	<input type="button" value="Next >>"/>

<p>20. Complete the Event Registration and Fees section.</p> <p>21. Complete the Contact Information section.</p>	<h2 style="text-align: center;">Event Registration and Fees</h2> <p>Show this event in public search results <input type="radio"/> No <input checked="" type="radio"/> Yes</p> <p>Registration Required <input checked="" type="radio"/> No <input type="radio"/> Yes </p> <p>Registration Fee <input checked="" type="radio"/> No <input type="radio"/> Yes</p> <hr/> <h2 style="text-align: center;">Contact Information</h2> <p>Contact Name <input type="text"/></p> <p>Address <input type="text"/></p> <p>Zip*: <input type="text"/> City <input type="text"/> State <input type="text"/></p> <p>Country <input type="text" value="▼"/></p> <p>Phone <input type="text"/> - <input type="text"/> - <input type="text"/></p> <p>Fax <input type="text"/> - <input type="text"/> - <input type="text"/></p> <p>Email <input type="text"/></p> <p>Website <input type="text"/></p> <p>Additional Contact Info <input type="text"/></p>
<p>22. Click 'Submit Event'</p>	<p style="text-align: center;"><input type="button" value="Submit Event"/></p>