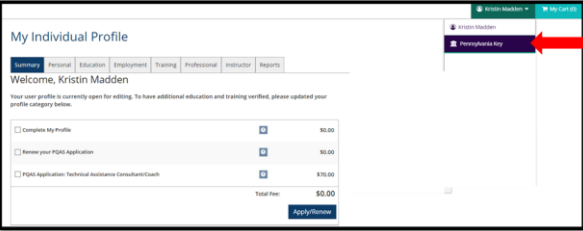
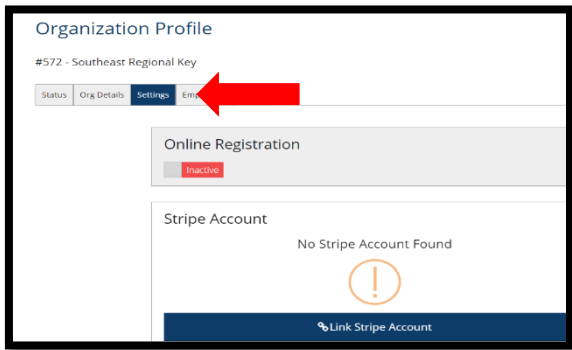
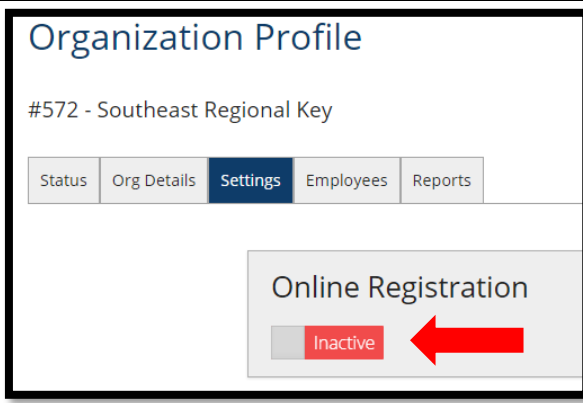
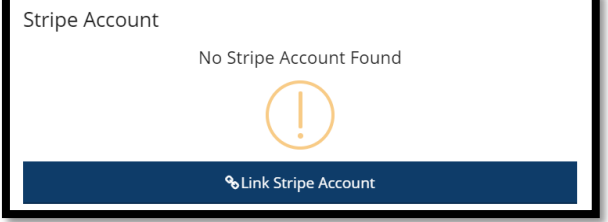
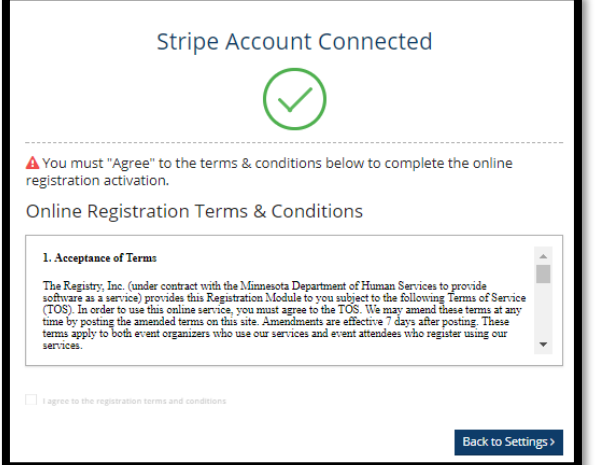


# Scheduling Non-Funded Events

As a PDO, you will need to set up a STRIPE account prior to scheduling non-funded events. Please see the “Creating a Stripe Account Document” and create an account on [www.STRIPE.com](http://www.STRIPE.com) before setting up online registration and scheduling events.

If you are an Independent Instructor and/or provide training outside of your organization as a Private Instructor, you will need to create a new organization first. This will allow you to set up a Stripe account to get paid directly for your services. Once you create a new organization, the PA Key will approve your organization and you will be able to follow the steps below.

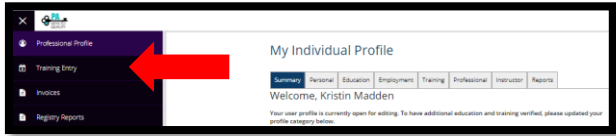
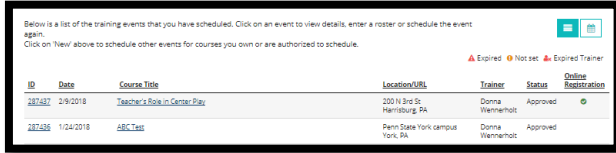
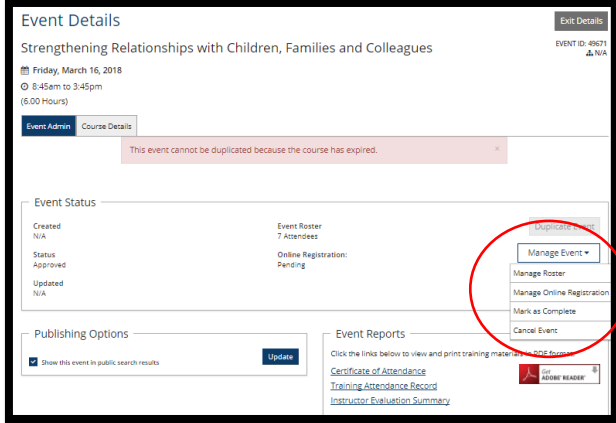
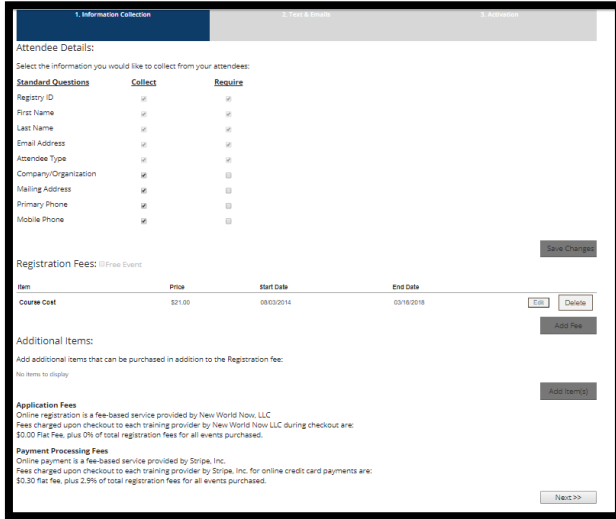
<p>1. Once logged in to the PD Registry, click on the drop down arrow by your name in the top right of the screen and click on your organization.</p>	
<p>2. Click on “Settings” in the menu bar.</p>	
<p>3. Click the “Inactive” tab to make online registration “Active.” You will see a pop up that asks you to enter the date of activation. Enter today’s date and click save.</p>	

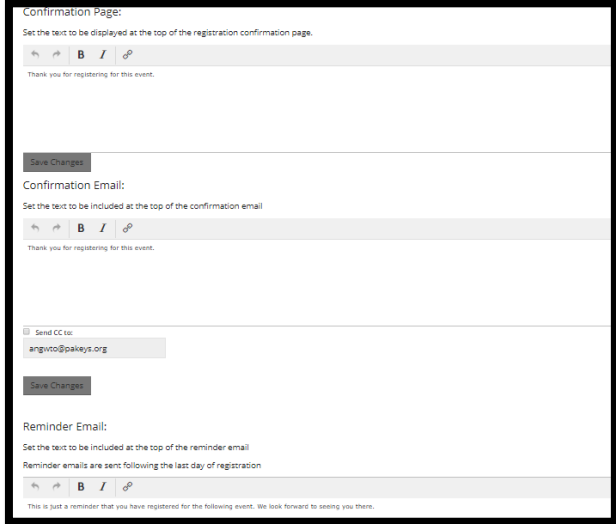
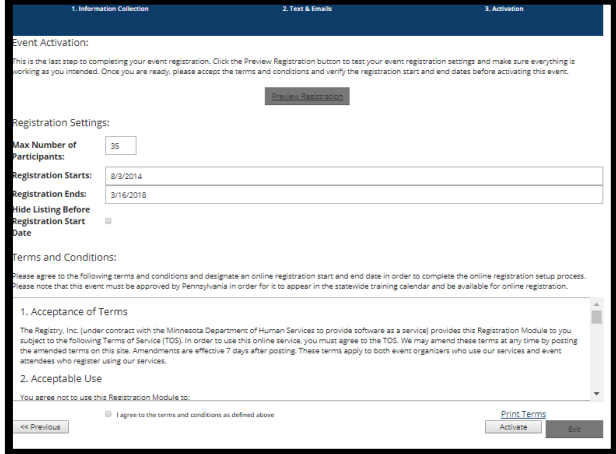
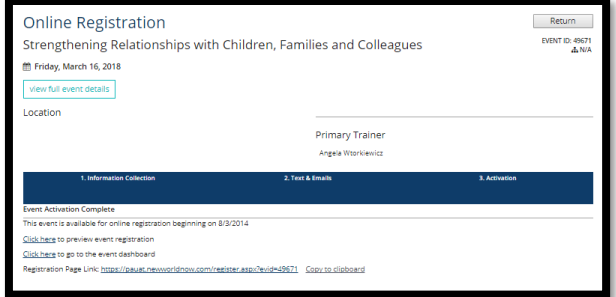
	
<p>4. Click the blue “Link Stripe Account” tab</p>	
<p>5. Enter your email and password from your STRIPE Account and click on “Sign in to your account.”</p>	
<p>6. Click on the box to agree to the Terms and Conditions. Click on “Back to Settings” to complete default settings.</p>	

7. You have the option to select and modify default settings in this step. This includes the option to accept alternate payment outside of the system if you do not want to collect payment through STRIPE.

8. If you need to give admin permissions to other staff members within your organization to schedule events, click on the Org Details tab and then click “Manage Organization Profile Users.” Follow the prompts to add admin permissions to specific staff members. Please note that the staff must already have their employment listed in their individual profile before you can give admin access.

9. You are now ready to schedule events. If you have non-funded scheduled events already posted, you will need to “turn on” online registration for each event in order for participants to register for your event. If you do not have previously scheduled events, you may simply begin scheduling events, but will also need to “turn on” online registration within a newly scheduled event. Begin by clicking on your Organization.

<p>* Please note that if you offer Private Instruction outside of your organization and get paid privately for events, you will have two organizations listed. Your primary organization and your Private Organization.</p>																						
<p>10. Click Training Entry on the left menu.</p>																						
<p>11. You will see a list of your scheduled events. Notice the last column shows the status of online registration. Click on the Course Title to activate online registration.</p>	 <table border="1"> <thead> <tr> <th>ID</th> <th>Date</th> <th>Course Title</th> <th>Location/URL</th> <th>Trainer</th> <th>Status</th> <th>Online Registration</th> </tr> </thead> <tbody> <tr> <td>287437</td> <td>2/9/2018</td> <td>Teacher's Role in Center Play</td> <td>200 N 3rd St Harrisburg, PA</td> <td>Donna Wierneholt</td> <td>Approved</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>287436</td> <td>1/24/2018</td> <td>ABC Test</td> <td>Penn State York campus York, PA</td> <td>Donna Wierneholt</td> <td>Approved</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	ID	Date	Course Title	Location/URL	Trainer	Status	Online Registration	287437	2/9/2018	Teacher's Role in Center Play	200 N 3rd St Harrisburg, PA	Donna Wierneholt	Approved	<input checked="" type="checkbox"/>	287436	1/24/2018	ABC Test	Penn State York campus York, PA	Donna Wierneholt	Approved	<input type="checkbox"/>
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<p>12. Click on the Manage Event drop down menu and click on Manage Online Registration.</p>																						
<p>13. Complete the next step regarding participant information you would like to collect and payment. Click next.</p>																						

<p>14. Review email notifications that the participant will receive once they register for the event.</p>	
<p>15. Enter max number of participants, registration start and end date, check off terms and conditions, and click ACTIVATE on the bottom right.</p>	
<p>16. If you are creating a private event not scene on the calendar, you will be able to copy a link provided and share with the director of a facility.</p>	
<p>17. Your online registration is now set up and participants will be able to register and pay online in the training calendar.</p>	

\*\*\*\*This information is in regard to online registration set up. If you are creating a brand new event, you will select Training Entry on the left menu of the Home page and select a “New Event.” You will set up online registration the same way as mentioned above, but will also add location and other important info.