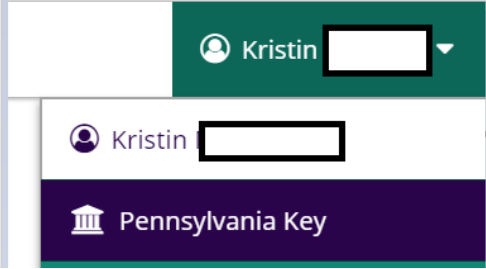
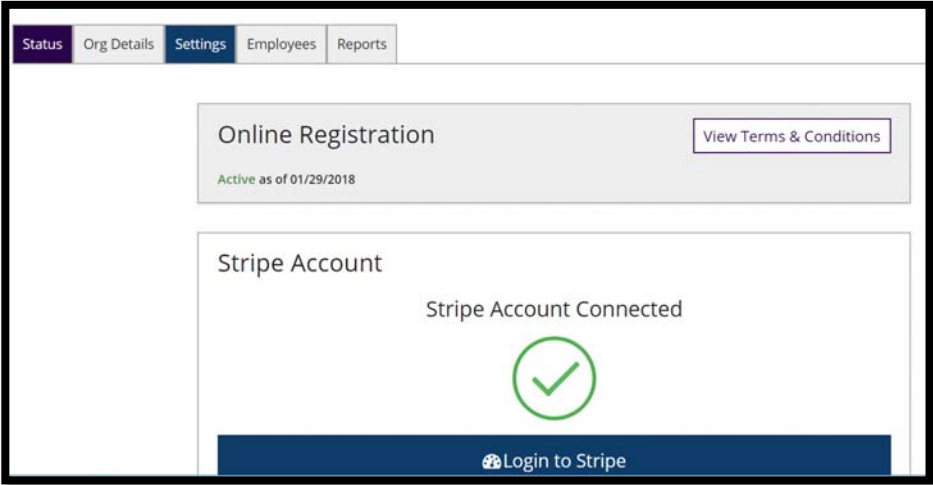


Individual Instructors Offering Private or Non-Funded Professional Development

1. Log into the PD Registry. www.papdregistry.com	
2. Scroll down to Add Organization Profile.	<div style="border: 2px solid black; padding: 10px; width: fit-content; margin: auto;"> <p>Organization Profile Management</p> <ul style="list-style-type: none"> ✓ Directors of a Child Care Facility or Administrator of a Professional Development Organization, who are the primary contact, or Administrator for your facility/organization ✓ If you are unsure of the status, please contact us registry@pakeys.org <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Add Organization Profile"/> </div> </div>
3. Click Create Profile.	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <input type="button" value="Create Profile"/> </div>
4. Complete all information on each screen and submit. Please name the organization with your First and Last name included in the title. For example, Susan Smith’s Training.	
5. Create a STRIPE account by going to www.stripe.com . Please see the tip sheet by clicking on the Tip sheet tab on the left, black menu on the home page of the PD Registry once you log in. You will need to remember the email and password you use to set up STRIPE. Please write the email and password down because you will need this to attach to your org to set up online registration.	
6. Contact the PA Key at registry@pakeys.org to let us know of the organization name that you created and a list of all your courses that should be attached to you as the owner. We will turn on the online registration for you.	

<p>7. Once your private organization has been approved, you will log in to the PD Registry and see your organization listed under your name in the right drop down menu.</p>	
<p>8. Click on the organization tab. Once you are in your organization, click on the settings tab to complete online registration and STRIPE.</p>	
<p>9. Agree to the terms and conditions. You may also scroll down to allow alternate payment.</p>	
<p>10. Once this is set up, you may go to the Training Entry tab on the left navigation menu to renew courses, enter courses, and events.</p>	