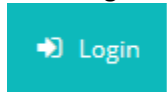


HOW TO CREATE AN EVENT

1. Go to www.papdregistry.org.
2. Click 'Login' in the top right corner.




3. Enter your email address and password, then click 'Login'.

Email address

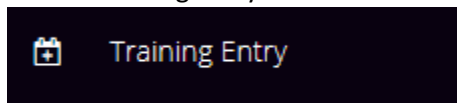
Password

Remember me

A dark blue rectangular button with a white right-pointing arrow icon and the text "Login" in white.

[Forgot Password?](#) [Create Account](#)

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.



6. Click 'New Event'.

Events
Courses
New Event

Filter Events

Event ID	Course Title	Event Status Filter by Status ▼
Trainer Status Filter by Trainer Status ▼	Location Status Filter by Location Status ▼	Date/Time Status Filter by Date/Time Status ▼
Core Knowledge Area Filter by Core Knowledge Area ▼	Qualification Filter by Qualification ▼	Trainer Name
Sponsor Name	Location Name	City
Date From 4/26/2018	Date To	County Filter by County ▼

Show events ready to publish

Filter Events
Clear Filters

7. Select the appropriate choice.

- Duplicate an Event
- Choose from the Catalog

Event Entry

Select Course

Trainer & Sponsor

Assessments & Delivery Methods

Location, Date & Time

Registration & Contact Info

Duplicate an Event

Duplicate a previously entered event to be given at a new date and time

Choose from the Catalog

Create an event for a course in my course catalog

8. Search for the course you wish to schedule, then select the course.

9. You will be able to review the course information this page. Click 'Next' to continue.

10. Trainer & Sponsor

- Choose the correct Event Funder from the drop-down menu.
- Select the Instructor by clicking +Trainer. Then click the Confirmed box.
- Select the Training Language.
- Click 'Next' to continue.

Event Entry

Cancel

Select Course	Trainer & Sponsor	Assessments & Delivery Methods	Location, Date & Time	Registration & Contact Info
---------------	-------------------	--------------------------------	-----------------------	-----------------------------

Event Funder

Training Funded By

-- Select Funder --

Instructor Details

Confirmed

+Trainer

⚠ No trainers selected

Training Language

Select Language

-- Select Training Language --

<< Previous

Save as Draft

Next >>

11. Complete the 'Assessment of Learning' and 'Delivery Methods' sections on this page. Click 'Next' to continue.

Event Entry

Cancel

Select Course	Trainer & Sponsor	Assessments & Delivery Methods	Location, Date & Time	Registration & Contact Info
---------------	-------------------	---	-----------------------	-----------------------------

Assessment of Learning

- Demonstration of Skills
- Interview
- Observation
- Portfolio
- Pre/Post Test
- Project
- Q&A
- Reflection Paper
- Research Paper
- Self Report
- Other

Description

Delivery Methods

- CD/DVD/Video
- Classroom/Face to Face
- Coach
- Group
- Hybrid (combination face to face and web format)
- Panel Discussion
- Web Based
- Webinar
- Other Delivery Method

Description

<< Previous

Save as Draft

Next >>

12. Location, Date & Time

- Select the type of event location your event is. If you select web-based, enter in the website or URL to access the event. Then click the Confirmed box.
- Enter in the Event Date and Time. Then click the Confirmed box.
- Click 'Next' to continue.

Event Entry

Cancel

Select Course	Trainer & Sponsor	Assessments & Delivery Methods	Location, Date & Time	Registration & Contact Info
---------------	-------------------	--------------------------------	-----------------------	-----------------------------

Event Location

Confirmed

Type

Classroom

Location Name*

Search saved location

Begin typing the address or location name to search your saved locations

+ Location

Manage Locations

Map saved locations

Event Date/Time

Confirmed

Self Paced

No Yes

Select Yes only if this event has unique start & end dates for individual participants.

Multiple Sessions

No Yes

Start Date*

End Date*

Start Time:

End Time:

Addl. Date/Time Info

<< Previous

Save as Draft

Next >>

13. Registration & Contact Info

- a. Complete the Event Registration and Fees section.
 - i. If wanting to set up online registration, select 'yes' for Registration Required.
 - Your Organization must have a STRIPE account attached to the profile. Please visit the "How to Create a STRIPE account" tipsheet for additional information.
- b. Complete the Contact Information section.
- c. Click 'Submit Event' to continue.

Event Entry

Cancel

Select Course	Trainer & Sponsor	Assessments & Delivery Methods	Location, Date & Time	Registration & Contact Info
---------------	-------------------	--------------------------------	-----------------------	-----------------------------

Event Registration and Fees

- Show this event in public search results No Yes
- Registration Required No Yes
- Registration Fee No Yes

Contact Information

Contact Name

Address

Zip*: City: State:

Country:

Phone: - -

Fax: - -

Email:

Website:

Additional Contact Info

<< Previous

Save as Draft Submit Event

14. If clicked, 'yes' for Registration Required, click 'Continue' to set up online registration.

Event Entry

Select Course	Trainer & Sponsor	Assessments & Delivery Methods	Location, Date & Time	Registration & Contact Info
---------------	-------------------	--------------------------------	-----------------------	-----------------------------

✔ Event Saved.
Thank you for submitting your training approval application.

Click "Continue >>" to proceed to online event registration setup. Please note your event will not appear in the Event Calendar or be available for Online Registration until it is approved by the PA Keys.

Continue >> Finished

15. Information Collection

a. Attendee Details section: complete if you want to collect more or less info from your attendees.

Attendee Details

Select the information you would like to collect from your attendees.

Standard Questions	Collect	Require
Registry ID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
First Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Last Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Email Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendee Type	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Company/Organ	<input type="checkbox"/>	<input type="checkbox"/>
Mailing Address	<input type="checkbox"/>	<input type="checkbox"/>
Primary Phone	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mobile Phone	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save Changes

b. Registration Fees section:

- i. Select 'Add Fee' if the event has a fee and you are accepting payment through the system.
- ii. Select 'Free Event' if the event has no cost or you are taking payment outside of the system.

Registration Fees

Add Fee

Free Event

⚠ No event fees have been added.

c. Additional Items section: you may skip this section

Additional Items

Add Item(s)

Add additional items that can be purchased in addition to the Registration fee.

⚠ No additional items have been added.

d. Click 'Next' to continue.

16. Text & Email section: Review the emails on this page that are sent out to the participants. Click 'Next' to continue.

17. Activation

- a. Registration Setting section: review this information and make any necessary changes.

Registration Settings

Max Number of Participants

Registration Starts

Registration Ends

Hide Listing Before Registration Start Date

- b. Terms and Conditions section: check the 'I agree to the terms and conditions as defined above' box.
c. Click 'Activate' to finish online registration setup.

Terms and Conditions

Please agree to the following terms and conditions and designate an online registration start and end date in order to complete the online registration setup process. Please note that this event must be approved by Pennsylvania in order for it to appear in the statewide training calendar and be available for online registration.

1. Acceptance of Terms

The Pennsylvania Professional Development Registry, provides this Registration Module to you subject to the following Terms of Service (TOS). In order to use this online service, you must agree to the TOS. We may amend these terms at any time by posting the amended terms on this site. Amendments are effective 7 days after posting. These terms apply to both event organizers who use our services and event attendees who register using our services.

2. Registration and Password

I agree to the terms and conditions as defined above

Print Terms

Exit

<< Previous

Activate

18. If this is a private event, you can copy and paste, and email the Registration Page Link to the participants you wish to provide the event to.

Event Activation Complete

This event is available for online registration beginning on 05/01/2018

Preview Event Registration

View Event Dashboard

Registration Page Link

<https://pauat.newworldnow.com/register.aspx?evid=288743>

Copy to clipboard