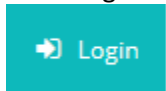


## HOW TO CREATE AN EVENT WHEN COLLECTING REGISTRATION OUTSIDE OF THE PD REGISTRY.

1. Go to [www.papdregistry.org](http://www.papdregistry.org).
2. Click 'Login' in the top right corner.



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

Email address

---

Password

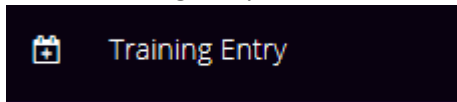
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Remember me

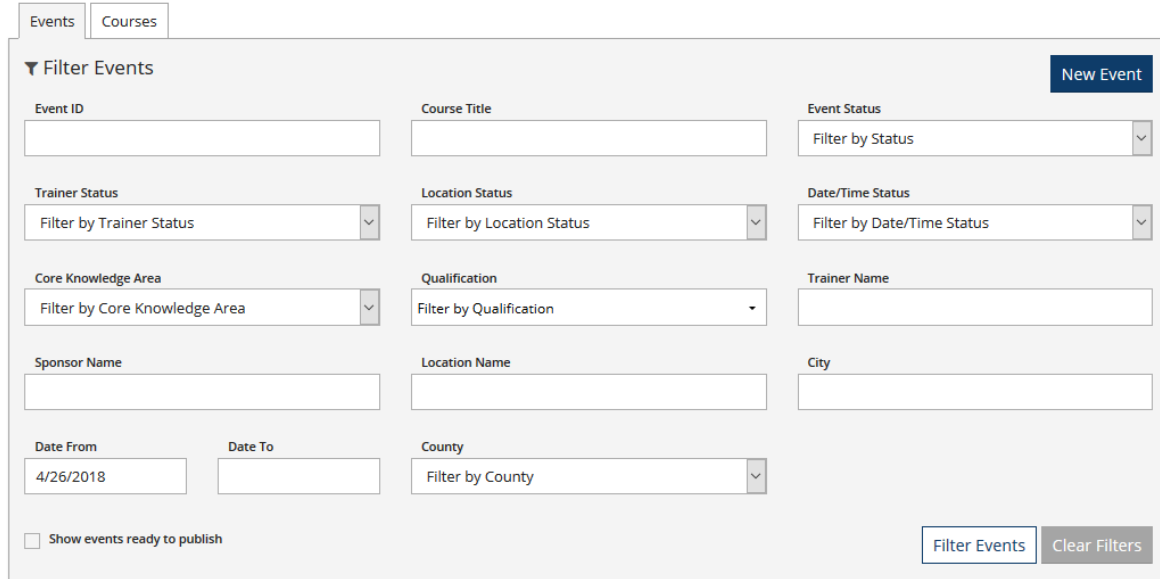
[Login](#)

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

4. If you are creating an event for your organization, ensure 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'.



The screenshot shows a web interface for filtering events. At the top, there are tabs for 'Events' and 'Courses'. Below them is a 'Filter Events' section with a 'New Event' button in the top right corner. The filter section contains several input fields and dropdown menus:

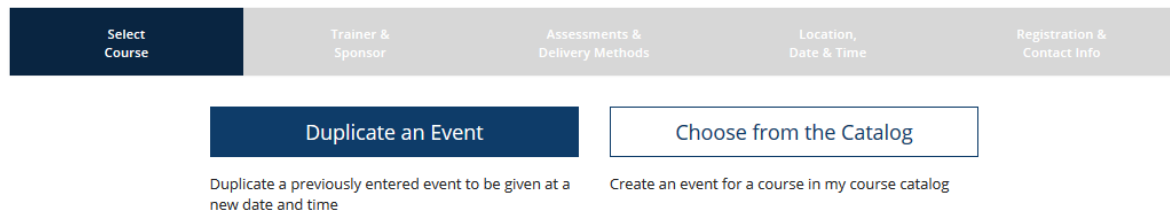
- Event ID: Text input field
- Course Title: Text input field
- Event Status: Dropdown menu with 'Filter by Status' selected
- Trainer Status: Dropdown menu with 'Filter by Trainer Status' selected
- Location Status: Dropdown menu with 'Filter by Location Status' selected
- Date/Time Status: Dropdown menu with 'Filter by Date/Time Status' selected
- Core Knowledge Area: Dropdown menu with 'Filter by Core Knowledge Area' selected
- Qualification: Dropdown menu with 'Filter by Qualification' selected
- Trainer Name: Text input field
- Sponsor Name: Text input field
- Location Name: Text input field
- City: Text input field
- Date From: Text input field with '4/26/2018' entered
- Date To: Text input field
- County: Dropdown menu with 'Filter by County' selected

At the bottom left, there is a checkbox labeled 'Show events ready to publish'. At the bottom right, there are two buttons: 'Filter Events' and 'Clear Filters'.

7. Select the appropriate choice.

- Duplicate an Event
- Choose from the Catalog

## Event Entry



The diagram shows a five-step process flow for event entry:

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

Below the flow, there are two main options:

- 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

- a. Choose the correct Event Funder from the drop-down menu.
- b. Select the Instructor by clicking +Trainer, then click the Confirmed box.
- c. Select the Training Language.
- d. Click 'Next' to continue.

### Event Entry

Cancel

Select Course	<b>Trainer &amp; Sponsor</b>	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

- a. Select the venue type of the event under location. If you select web-based, enter in the website or URL to access the event. Click the Confirmed box.
- b. Enter in the Event Date and Time, then click the Confirmed box.
- c. 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:

Add. Date/Time Info

<< Previous

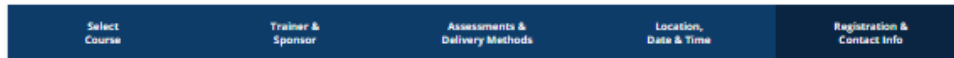
Save as Draft

Next >>



13. Registration & Contact Info

- a. Complete the Event Registration and Fees section.
  - i. If you do not have a STRIPE account, you can still have a Registration Deadline and include an outside Registration Hyperlink, as well as, a fee amount.
- b. Complete the Contact Information section.
  - i. Here you can add additional information about registration and payment.
- c. Click 'Submit Event' to continue.



Event Registration and Fees

Show this event in public search results  No  Yes

Registration Required  No  Yes

Registration Deadline  
4/25/2019

Outside Registration Hyperlink

Registration Fee  No  Yes

Fee Amount (US\$)  
7

Contact Information

Contact Name

Address

Zip\*: City State  
PA

Country  
United States

Phone

Fax

Email

Website

Additional Contact Info

<< Previous

Save as Draft Submit Event