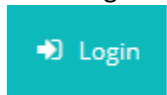# HOW TO SCHEDULE A CONFERENCE

**Conference entry is only available to training sponsor organizations
who are approved as a Conference Organizer.**

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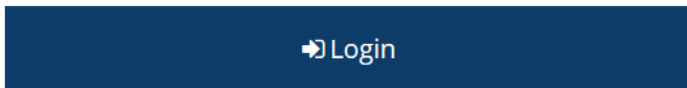
2. Click 'Login' in the top right corner.

   ➔) Login

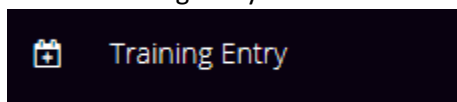3. Enter your email address and password, then click 'Login'.

   Email address

   Password

   ☐ Remember me

   ➔) Login

   Forgot Password?   **&+ Create Account**

4. Select your organization profile (purple box) from the drop down in the upper right hand by your name.

5. Select 'Training Entry' in the left-hand menu.

   📅 **Training Entry**

6. Click 'New Conference'.

| Events | Courses |

≡ Filter Events   New Conference   New Event

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 ▼

Qualification
Filter by Qualification ▼

Trainer Name
_____

Sponsor Name
_____

Location Name
_____

City
_____

Date From
6/6/2019

Date To
_____

County
Filter by County ▼

☐ Show events ready to publish   Filter Events   Clear Filters

7. Enter the Conference Name and click 'Save & Open'.

📅 New Conference   ✕

Need to create a Conference?

All you need is the conference name to begin.
You can return at any time to complete the conference setup.

Conference Name

How to Schedule a Conference

| Clicking either save button will create this conference in draft status.

Save   Save & Open

8. Conference Details
    a. Click 'Manage'

Conference Details

Manage

🛈 **Conference Details Not Entered**
Click Manage to enter the location, dates, and other details for this conference.

Contact Information
👤 Stacy Lazarchik
✉ Stacy.Lazarchik@email.com
📍 Address **200 North Third Street** / City **Harrisburg** / State **PA** / Zip Code **17101**

    b. Select 'No' or 'Yes' to show this event in public search results.
    c. Enter the Start Date and End Date.
    d. Enter the Overview.

Conference Details

Show this conference in public search results

⚪ Yes 🔘 No

🛈 Selecting "Yes" will display this conference in public search results when approved, even if registration is not yet available.

Name
How to Schedule a Conference

Start Date
Enter Start Date

End Date
Enter End Date

Overview

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Enter Overview

e. Location: Enter in the location for the conference.
f. Contact Information: This information will default to the contact information used on the org profile. This may be edited if needed.
g. Additional Contact Info box: you may include any additional information about the event in this box.
h. Click 'Save'.

Location

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

Search Saved Locations

Search saved location

[+ Location] [✎ Saved Locations]

Contact Information

Contact Name

PD Registry

Email Address

registry@pakeys.org

Address

200 North Third Street

Zip Code

17101

City

Harrisburg

State

PA

Country

United States ▼

Phone

🇺🇸 ▼ e.g. (201) 555-0123

Fax

🇺🇸 ▼ e.g. (201) 555-0123

Website

Enter Website URL

Additional Contact Information

Enter Additional Contact Information

ℹ Maximum of 500 characters

| Save | Close |

9. Conference Information Updated
   a. Click 'OK'

✓

Conference Information Updated

The information for this conference has been successfully
updated.

OK

10. Conference Registration
    a. Click 'Manage'

Conference Registration   Manage

⚠ **Registration Not Configured.**

Registration must be configured for this conference.

   b. Select 'Yes' or 'No' if registration is required
      Yes, is for Online Registration through the registry. No, is for registration through another system or in person.
      i. If registration is NOT required
         1. Enter the Registration Deadline
         2. Conference (Registration) Web Address
         3. Click 'Save' to continue

Registration

Is Online Registration Required?

○ Yes ● No

ⓘ Select "No" if you would like attendees to register through a site other than Pennsylvania PD Registry.

Registration Deadline

06/24/2019

Conference Web Address

www.pakeys.org

Registration for this conference may take place on another website.

| Save | Close |

ii.   If registration IS required
1.   Enter the Max Number of Attendees
2.   Click 'Save' to continue

Registration

Is Online Registration Required?

⦿ Yes ◯ No

ⓘ Select "No" if you would like attendees to register through a site other than Pennsylvania PD Registry.

Max Number of Attendees

30

Registration options for this conference will be set up separately.

Save	Close

c.   Conference Registration Emails: If you selected Yes for the above step (10.b) and the conference will use online registration, click 'Manage' > 'Registration Emails'.

Conference Registration   ⚙ Manage ▾

☑ Online registration for this conference is required.   ☑ Registration Detail

👥 Max Attendees **Not Set**   ☑ Registration Emails

i.   Text entered in Confirmation Email Text will be included in the email that gets sent to users when they register for the conference.
ii.   Text entered in Reminder Email Text will be included in the email that gets sent to users 3 days prior to the conference.

📅 Conference Registration Email Management

Email Management

Confirmation Email Text

B *I* U̲ 🔗 ☰ ☰ *I*ₓ

Enter Confirmation Email Text

Reminder Email Text

B *I* U̲ 🔗 ☰ ☰ *I*ₓ

Enter Reminder Email Text

Save	Close

a. The text for these boxes is defaulted based on information from the Org Profile > Settings tab. Any edits here affect only the conference, and if left blank will exclude the selected text below.

Default Confirmation Email Text   ✏ Modify

Default text to be included at the top of the confirmation email.
Org Profile Confirmation Text

Default Reminder Email Text   ✏ Modify

Reminder emails are sent following the last day of registration.
Org Profile Reminder Text

Reminder emails are sent following the last day of registration.

Dear Sara Conferences,

Org Profile Confirmation Text

RA Conf 2019
6/14/2019 - 6/15/2019

Conference Organizer: Rushmore Academy

Click the link below to view conference details.
https://pauat.newworldnow.com/v7/conferenceevents/305226/detail

Summary of Registration Selections

Basic
Registration Fee: $100.00 (Paid)
   General Session
   6/14/2019 / Additional Fee: $0.00

   B
   6/15/2019 / Additional Fee: $0.00

Additional Items
No additional items were selected.

Dear Sara Conferences,

Org Profile Reminder Text

RA Conf 2019
6/14/2019 - 6/15/2019

Conference Organizer: Rushmore Academy

Click the link below to view conference details.
https://pauat.newworldnow.com/v7/conferenceevents/305226/detail

Summary of Registration Selections

Basic
Registration Fee: $100.00 (Paid)
   General Session
   6/14/2019 / Additional Fee: $0.00

   B
   6/15/2019 / Additional Fee: $0.00

Additional Items
No additional items were selected.

11. Conference Registration Updated
   a. Click 'OK'

12. Sessions
   a. Click '+Session'

   b. Session Type: General Session or Training Session. Select "General Session" if NO training hours will be counted for this session.

c. Session Details:
   i. Enter the Name of the session
   ii. Enter the room location for the session
   iii. Select the date if the conference is more than one day. Otherwise the date is defaulted for single-day conferences.
   iv. Enter the start and end time
   v. Enter the overview for this session

Session Detail

Name

How to set up a Session

Location

Room A

Date	Start Time	End Time
Thursday 06/20/2019	10:00 AM	11:00 AM

Overview

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How to set up a Session

d. Attendance: This section is only available for conferences that require Online Registration. It determines whether the session can be included in a registration option.
   i. Select 'Yes' or 'No' if verified attendance is required.
   ii. If YES, enter in the capacity for this session.

Attendance

Verified Attendance Required?

● Yes ○ No

ⓘ Select "No" if this session does not require attendance tracking.

Capacity

Enter Capacity

Registration fee for this session will be set up separately.

e. Instructor
   i. Click '+Instructor'

Instructor

⚠ Trainer Required
At least one trainer is required for training sessions.

+Instructor

   ii. Enter in the Instructors Registry ID# within the Trainer ID section or the Trainer's name. Click 'Search'.

🖼 Select Trainer

⇵ Filter Trainers
☐ Use Non-Approved Trainers?

Trainer ID
Search ID

Trainer Name
Search Name

Q Search   ⟳ Reset

   iii. If the trainer is a non-approved PQAS instructor, check the 'Use Non-Approved Trainer' box and complete the Trainer's Name, Organization and Qualifications boxes.
   iv. Click 'Add to Event'.

Trainer's Name
PD Registry

Organization
PA Key

Qualifications
PA Key approved

ℹ Maximum of 500 characters

Add to Event

v.   Click 'No' if you are done adding instructors. Click 'Yes' if you would like to add another.

Instructor Added

Instructor, Sharon Bozektest, has been successfully added to
the event. Would you like to add another?

No   Yes

vi.   If this instructor should have Administrative Access to this session to Manage the Roster, check
the 'Administrative Access' box.

Instructor

#3641593
Linsay Manson-millertest   ☐ Administrative Access

f.   Select the Training Language.

Training Language

Language

-- Select Training Language --   ▾

The training language will be the primary language spoken for this session.

g.   Course Details
    i.   Select the 'Course Level' (C1, C2, C3)
    ii.   Course Category
    iii.   Training Hours- enter the amount of time this session will be. (not the whole conference)

Course Detail

Attendees of training sessions will have the hours entered for the session applied to their training hours.

Course Type	Course Level	Course Category
PQAS Approved ▾	Select Course Level ▾	Select Course Category ▾
	Required	Required

Training Hours

000h : 00 mins   ^ ⌄

Required

h. Add the hours for the course to the Knowledge Areas that the content applies. You may select multiple Knowledge Areas.

Core Knowledge Area(s)

	Hours
Child Growth and Development ?	
Curriculum and Learning Experiences ?	
Family, Schools and Community Collaborations and Partnerships ?	
Assessment ?	
Communication ?	
Professional and Leadership ?	

i. Add the hours for the course to the CDA Content Area that the content applies. You may select multiple areas.

CDA Content Areas*

	Hours
Principles of Child Growth & Development ?	
Social & Emotional Development ?	
Productive Relationships with Families ?	
Observing & Recording Behavior ?	
Physical & Intellectual Development ?	
Maintaining Professionalism ?	
Safe, Healthy Learning Environment ?	
Effective Program Operation ?	
	Total: 0.00

j. Click 'Save' to continue

Save

13. Add Another Session?
    a. If you want to add another session click 'YES' and repeat step 12.
    b. If you do not want to add another session click 'NO'.

14. Registration Options: This section is only available for conferences that require Online Registration.
   a. Click '+Option'

b. Enter a Registration Name.
c. Enter the Base Registration Fee (this is the amount for the whole conference).
d. Enter the Registration Start and End dates.
e. Enter the Registration Description.
f. If you are charging for the conference AND each session, you can add additional session fees.
g. Clicking the checkmark next to a session will make this session available for end-user to register for as part of this option.
h. Click 'Save' to continue.

Registration Option

Registration Name

June 20, 2019 Registration

Base Registration Fee	Registration Starts	Registration Ends
50.00	06/06/2019	06/20/2019

Registration Description

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Enter Registration Description

Select applicable sessions that will be included in the registration option.

Only sessions which require registration are shown below.

Additional session fees are optional.

⊟ 🛗 Thursday, June 20, 2019

☐ Include all

☐ **How to set up a Session**
Type **Training Session** / ⊙ Time **10:00 AM - 11:00 AM** / Location **Room A**

Enter Fee

❶ Optional Fee

⊙ **1.00 Training Hours**
Course Type **PQAS Approved** / Course Level **C1** / Course Category **Toddler**

Save	Close

15. Registration Option Add
    a. Click 'OK'

Registration Option Added

Your registration option has been added to this conference.

OK

16. Click 'Submit Conference'

Submit Conference

17. Conference Terms and Conditions:
    a. Read and Click I agree to the conference terms and conditions.
    b. Click 'Continue'.

☑ Conference Terms and Conditions   ✕

You must agree to the Pennsylvania PD Registry conference terms and conditions in order to submit this conference for approval.

1. Acceptance of Terms

   The Pennsylvania Key along with the Office of Child Development and Early Learning (OCDEL) provides this Course Approval Process 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.

2. Acceptable Use

   You agree not to use this Course Submission module to:

   1. propose courses that you do not intend to offer as events
   2. upload, post, email, transmit or otherwise make available any Information that infringes any patent, trademark, trade secret, copyright or other proprietary rights (Rights) of any party;
   3. upload, post, email, transmit or otherwise make available any material that contains software viruses or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of any computer software or hardware or telecommunications equipment;

3. Obligations of Course Owners

☑ **I agree to the conference terms and conditions.**

Continue

18. Conference Submitted
    a. Click 'Review Conference'

Once you submit your conference, it will go into a pending status. Please allow 2-3 weeks for the conference to be reviewed.