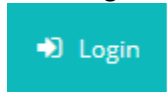


## HOW TO SCHEDULE AN EVENT

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

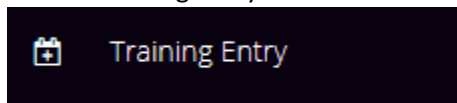
---

Remember me

[Login](#)

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

4. If you are entering an event for your organization, make sure you 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.



6. Click 'New Event'.

Events
Courses
New Event

**Filter Events**

<input type="text" value="Event ID"/>	<input type="text" value="Course Title"/>	<input type="text" value="Filter by Status"/>
<input type="text" value="Filter by Trainer Status"/>	<input type="text" value="Filter by Location Status"/>	<input type="text" value="Filter by Date/Time Status"/>
<input type="text" value="Filter by Core Knowledge Area"/>	<input type="text" value="Filter by Qualification"/>	<input type="text" value="Trainer Name"/>
<input type="text" value="Sponsor Name"/>	<input type="text" value="Location Name"/>	<input type="text" value="City"/>
<input type="text" value="Date From: 4/26/2018"/>	<input type="text" value="Date To"/>	<input type="text" value="Filter by County"/>

Show events ready to publish

Filter Events
Clear Filters

7. Select a Course

- Enter the Course Title or Course ID.
- Click 'Search'.

Select a Course

**Filter Courses**

🔍 Search

🔄 Reset



8. Click 'Select' next to the course you want to schedule.

#4523 Select

**A Strengths Based Approach to Best Practice Using the ECERS, Third Edition (ECERS-3)**

Hours 3.00 / Course Level C1

Course Type PQAS Approved / Course Category Preschool/Pre-K

Owner Statewide Training Initiatives

**Applies Toward**

- ✔ ERS

**Core Knowledge Areas**

- ✔ Curriculum and Learning Experiences (3.00 hr)

**CDA Content Areas**

- ✔ Social & Emotional Development (3.00 hr)

9. Training Event Entry

On this screen you will be able to toggle through each tab (Course, Trainer & Sponsor, Assessments & Delivery, Event, Registration). You will also be able to toggle through the event by clicking on the edit icons on the left-hand side next to Event Trainer and Event Details.

The next steps will provide you with directions for each tab.

+ New Training Event Cancel

**Training Course**

#4523  
A Strengths Based Approach to Best Practice Using the ECERS, Third Edition (ECERS-3)  
Classroom Hours 3.00 / Course Level C1

**Event Trainers** ✔

Not Selected

**Event Details** ✔

Location  
Not Set

COURSE

TRAINER & SPONSOR

ASSESSMENTS & DELIVERY

EVENT

REGISTRATION

ⓘ Course can no longer be changed.

**Course Selection**

#4523  
**A Strengths Based Approach to Best Practice Using the ECERS, Third Edition (ECERS-3)**  
Expiration Date 03/07/2021 / Classroom Hours 3.00 / Course Level C1  
Course Type PQAS Approved / Course Category Preschool/Pre-K

ⓘ Restricted to authorized instructors

**Course Owner**

Statewide Training Initiatives

**Description**

This session was developed by the PA Key Program Quality Assessment team and includes content used with permission of the ERS authors. The session is facilitated by a PA Key Program Quality Assessor reliable in the ERS instruments. Pre-requisite 101-Foundations, attendance at an ITERS-R, ECERS-R or SACERS prior to July 2007, or completion of the online ITERS-R, ECERS-R, ECERS-3. This 3 hour seminar is part of the Keystone STARS core training series and meets the needs of child care facilities participating in the Keystone STARS child care quality initiative that are required to conduct an ECERS-3 self-assessment of their early childhood/childcare classrooms (37 months through entrance into 1st grade.) Participants will learn about how the ECERS-3 scale reflects developmental appropriate practice, can be used to support continuous quality improvement, and its role as a self-assessment tool. Required for Directors at STAR 2, recommended for all preschool, Pre-K, and kindergarten staff

10. Course Tab

You will be able to review the course information this page.

## 11. Trainer & Sponsor Tab

- a. Click 'Select' next to the Instructor providing this event.

Select Authorized Trainer

Trainer List
Trainer Map

#50802  
**Sharon Bozektest** Select

City Philadelphia / State PA / County Philadelphia

Trainer Type Professional Development Instructor (PD)

Number of Events 0/1

[View Profile](#)

#58044  
**Amy Browntest** Select

City Frackville / State PA / County Schuylkill

Trainer Type Professional Development Instructor (PD)

Number of Events 0/0

[View Profile](#)

#700729  
**Ashley Coxtest** Select

City Waymart / State PA / County

Trainer Type Professional Development Instructor (PD)

Number of Events 0/7

[View Profile](#)

#88677  
**Patricia Crofttest** Select

City Scranton / State PA / County Lackawanna

Trainer Type Professional Development Instructor (PD)

Number of Events 0/0

[View Profile](#)

- b. 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

If you select 'Yes', this is the screen you will see. 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

Trainer Name

Search

Reset

If you need to exit this page, click on the X in the upper right-hand corner to continue to the event entry.



- c. Check the Confirmed box, to confirm the instructor.
- d. Select the Training Language.
- e. Select the Event Funder (only for funded events).
- f. Click 'Continue'.

### Trainer Entry

#50802

Sharon Bozektest (Authorized Trainer)

Administrative Access

Change

+Instructor

Confirmed

Trainers must be "Confirmed" in order to publish this event.

### Training Language

Select Language

-- Select Training Language --

### Event Funder

Event Funder

-- Select Funder --

< Previous

Save as Draft

Continue >



## 12. Assessment & Delivery Tab

- Complete the 'Assessment of Learning' and 'Delivery Methods' sections on this page.
- Click 'Continue'.

### Assessment of Learning

Please select all that apply.

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

### Delivery Methods

Please select all that apply.

- 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

[< Previous](#)

[Save as Draft](#)

[Continue >](#)



### 13. Event Tab

#### a. Event Details

- i. Select 'No' or 'Yes' to show this event in public search results.
- ii. Select the type of event location your event is. If you select web-based, enter in the website or URL to access the event.
- iii. Check the Confirmed box to confirm the location.

## Event Details

Show this event in public search results

No  Yes

**i** Select Yes if you would like this event to show up in public event searches.

Type

Classroom ▼

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

Search Saved Locations

Search saved location

+ Location

Saved Locations

Confirmed

**i** Location must be "Confirmed" in order to publish this event.



b. Event Date & Time

- i. Select 'No' or 'Yes' if this a Self-Paced event
- ii. Select 'No' or 'Yes' if the course will be held over multiple sessions
- iii. Enter the Start Date and End Date
- iv. Enter the Start Time and End Time (*note, the hours are attached to the course, if you are providing this event for more or fewer hours than what that course has been approved for, you will need to submit a new course to reflect the correct number of hours*)
- v. Check the Confirmed box to confirm the date and time.
- vi. Additional Date/Time Info box: you may include any additional information about the event in this box.

Event Date & Time

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

Confirmed

• Date must be "Confirmed" in order to publish this event.

Addl. Date/Time Info

Enter Addl. Date/Time Info

• Maximum of 500 characters





c. Contact Info

- i. This information will default to the contact information used on your profile or the org profile. This may be edited if needed.
- ii. Additional Contact Info box: you may include any additional information about the event in this box.
- iii. Click 'Continue'.

Contact Info

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 Web Address

Additional Contact Info: Enter Additional Contact Info

Maximum of 500 characters

Navigation: < Previous, Save as Draft, Continue >

14. Registration Tab: Select 'Yes' or 'No' if registration is required

- a. If registration is NOT required, Click 'Save & Review' to continue. (If yes, go to below step)

Event Registration

Registration Required

Yes  No

Navigation: < Previous, Save as Draft, Save & Review



b. If registration IS required, complete the below:

Note, to allow online registration through the system you must have a Stripe account linked to your Org Profile. For more information on this process, please review our tipsheet on How to create a Stripe Account.

- i. If you have a Stripe account linked to an Org Profile AND you are scheduling this event within that Org Profile, check the Register Online box.
- ii. Enter the Max Number of Participants.
- iii. Enter the Registration Start and End Dates.
- iv. Click 'Save & Review' to continue.

### Event Registration

Registration Required

Yes  No

Register Online?

Manage online registration settings under Event Settings.

Max Number of Participants

Registration Starts

Required to submit

Registration Ends

Hide Listing Until Registration Start Date

[< Previous](#)

[Save as Draft](#)

[Save & Review](#)

- v. If you do not have a Stripe account linked to an Org Profile, enter the Registration Deadline
- vi. Registration Web Address
- vii. Registration Fee
- viii. Click 'Save & Review' to continue

### Event Registration

Registration Required

Yes  No

Register Online?

Manage online registration settings under Event Settings.

Registration Deadline

Registration Web Address

Registration Fee

Yes  No

[< Previous](#)

[Save as Draft](#)

[Save & Review](#)

15. Event Saved: Click 'OK'



### Event Saved

All information entered for this event has been saved.

OK

16. Review the information on this page and click Submit Event at the top.

#305213

A Strengths Based Approach to Best Practice Using the ECERS, Third Edition (ECERS-3)

06/27/2019

The date for this event has been finalized.

Instructor Led Training / 12:00 PM - 04:00 PM  
Classroom Hours 3.00 / Course Level C1

[View Course Details](#)

Submit Event

Event

17. Event Saved: Click 'OK'



### Event Saved

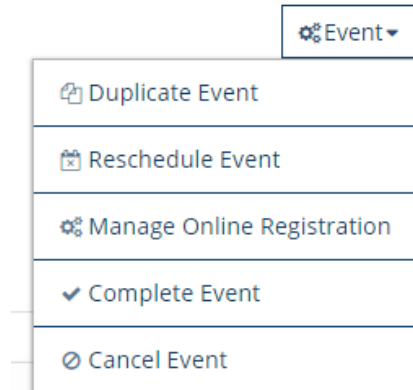
All information entered for this event has been saved.

OK

18. To active Online Registration (stripe required), click on the 'Event dropdown' in the upper right-hand corner.

Event

19. Click on 'Manage Online Registration'.



20. Information Collection

a. Attendee Details section: complete if you want to collect more or less information 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/Organization	<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.



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

22. 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](#)

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

### 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](#)

## **EDITABLE EVENT INFORMATION (after an event has been approved)**

The PD Registry has enhanced the system to allow for individuals to edit Non-Essential Event Information.

To edit any of the below information, locate the event and click on Manage next to the section you wish to edit.

These fields will be defined as follows:

- Which trainer has administrative access to the event
  - Only applies to events created by training sponsor organizations
- Administrative training sponsor organization
  - Administrative training sponsor organization can be added, changed, or removed
  - Only applies to events created by individual trainers
- Training language
- Location name, address line 1, address line 2, city, state, zip, county, country
- Location capacity (stored in location library)
- Location staff notes (stored in location library)
- For events on a single date or that span a date range:
  - Event start time and event end time
- For multi-session events
  - Individual session start and end times
- Additional date/time information
- Delivery methods
- Contact information
  - Contact name
  - Address
  - Phone number
  - Fax number
  - Web site
  - Email address
- Registration options
  - Show event in public search results
  - Whether or not registration is required
  - Whether or not event is using online registration
  - For events using online registration:
    - Event capacity
    - Registration start date
    - Registration end date
    - Hide listing until registration start date
  - For events not using online registration:
    - Registration deadline
    - Registration URL (for events not using online registration)
    - Registration fee



## **MANAGE ROSTER**

You will be able to add participants to an event roster once the event has occurred.  
Below are the steps on how to do this.

1. Go into the event
2. Click the Event drop down menu
3. Select Manage Roster
4. Click +Attendees to add participants.