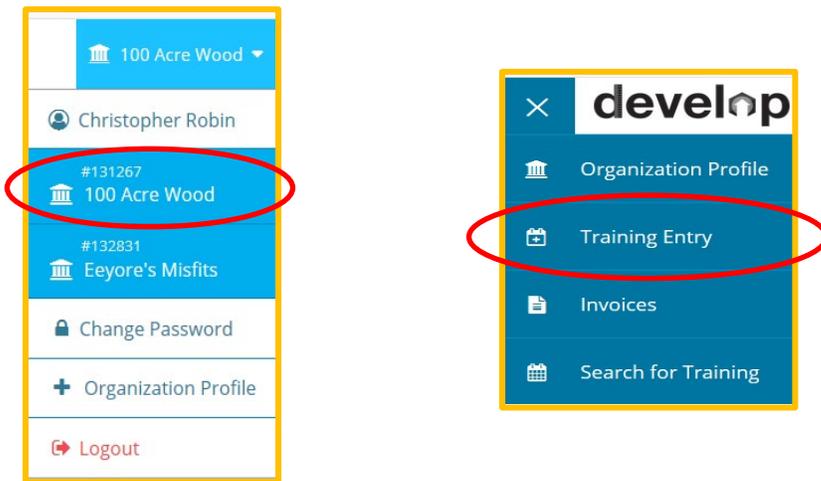


CREATING A TRAINING EVENT - ORGANIZATIONS

A **Course** is the approved submission of a training.
An **Event** is the scheduled occurrence of a course.

1. Log in to your **Develop Individual Profile** with your email address and password.
2. Select the **Organization** that is sponsoring the training event from the drop-down menu. On the left-hand sidebar, select **Training Entry**.



3. Click on **New Event**.

The image shows a screenshot of the 'Training Entry: 100 Acre Wood' form. The title is 'Training Entry: 100 Acre Wood'. There are two tabs: 'Events' (selected) and 'Courses'. Below the tabs is a 'Filter Events' section with a search icon. The 'Filter Events' section contains several filters: 'Event ID', 'Course Title', 'Event Status' (with a dropdown menu), 'Knowledge and Competency Framework' (with a dropdown menu), 'Qualification' (with a dropdown menu), 'Trainer Name', 'Sponsor Name', 'Location Name', 'City', 'Date From' (with a date input field containing '4/5/2017'), 'Date To', and 'County' (with a dropdown menu). At the bottom right of the filter section are two buttons: 'Filter Events' and 'Clear Filters'. A 'New Event' button is circled in red in the top right corner of the form area.

Creating a Training event - Organizations

4. You can search for the **Course** to create the event or scroll through the options.

Enter Course Title or ID and click Search to locate.

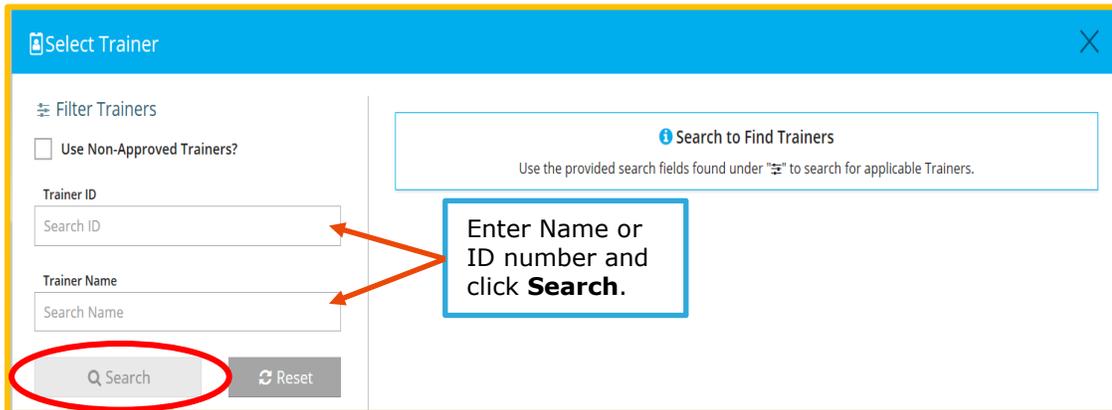
Click Select to create Event for this course.

5. The **New Training Event** page will display the information required for event entry: Course, Trainer & Sponsor, Assessments & Delivery, Event and Registration. You can keep track on the left-hand side. Click on **Continue**.

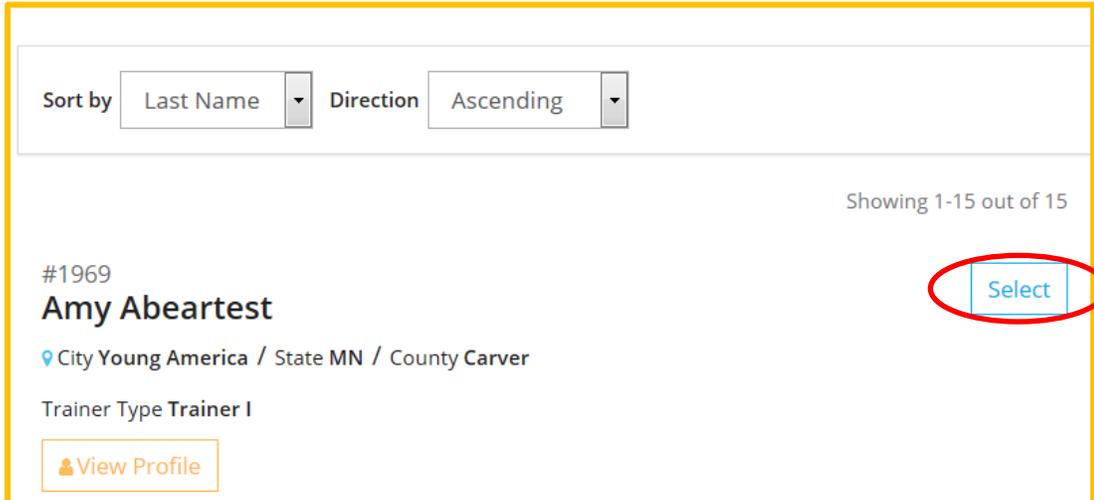
Click to save as draft

Creating a Training Event - Organizations

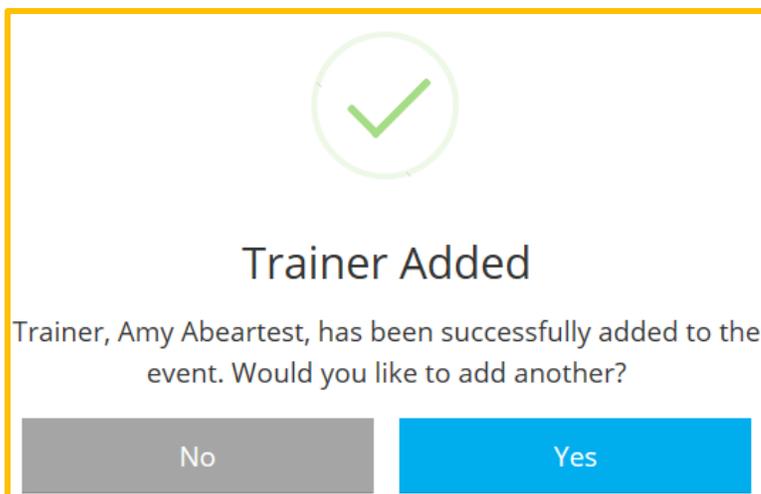
6. Select a Trainer for your Event.



7. Click on **Select** for the trainer to be added for your event. You can add more than one trainer to your event and grant Administrator Access to both trainers.



8. After you click on **Select**, you can add another trainer or continue.



Creating a Training event - Organizations

- Grant Administrator Access to the trainer for your event. Giving Administrator Access allows the trainer to enter/edit the attendance and complete the event. Click on **Continue**.

The screenshot shows the 'New Training Event' form. On the left, there are three summary cards: 'Training Course' (#150512, 'This is the end', 'Classroom Hours 2.00 / Course Level Level 1 - Explores'), 'Event Trainers' (#1969, 'Amy Abeartest'), and 'Event Details' (Not Set, Not Set). The main area is titled 'Trainer Entry' and shows the selected trainer 'Amy Abeartest' with a checked box for 'Administrative Access'. Below this is a '+ Trainer' button and a 'Training Language' dropdown menu set to 'English'. At the bottom, there are three buttons: '< Previous', 'Save as Draft', and 'Continue >', with the 'Continue >' button circled in red.

- Select the **Assessment of Learning** and **Delivery Method** for the event. Click on **Continue**.

The screenshot shows the 'Assessment of Learning' section. It includes a list of assessment methods with checkboxes: 'Demonstration of Skills', 'Interview', 'Observation', 'Portfolio', 'Pre/Post Test', 'Project', 'Q&A', 'Reflection Paper', 'Research Paper', 'Self Report', 'TTET', and 'Other'. The 'Please select all that apply.' instruction is at the top of the list.

The screenshot shows the 'Delivery Methods' section. It includes a list of delivery methods with checkboxes: 'CD/DVD/Video', 'Classroom', 'Coach', 'Group', 'Other Delivery Method', 'Panel Discussion', 'Web Based', and 'Webinar'. The 'Please select all that apply.' instruction is at the top of the list. At the bottom, there are three buttons: '< Previous', 'Save as Draft', and 'Continue >', with the 'Continue >' button circled in red.

Creating a Training Event - Organizations

11. Enter your Event Details and choose the type of event.

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

Required to submit

+Location Saved Locations

12. Click on **+Location** to add the address of your event. A map will populate to show you the location of your event.



Location Name

DHS

Address

444 Lafayette

Address 2

Enter Apt, Unit, Suite

Zip Code

55122

City

Saint Paul

State

MN

County

Ramsey

Country

United States

Capacity

Creating a Training event - Organizations

13. To use this location for future events, click on **Add to Saved Locations**. The next time you have a training event at this location, you can click on **Saved Locations** on the Event Details page to view a list of previous places.

Location Notes

i General location information

Add to saved locations

Q Saved Locations

Q Saved Locations

14. Enter the Date & Time, and any additional information for the event.

Event Date & Time

Self-Paced

No Yes

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

Multiple Sessions

No Yes

Start Date

Required to submit

End Date

Required to submit

Start Time

🕒

End Time

🕒

Addl. Date/Time Info

Enter Addl. Date/Time Info

i Maximum of 500 characters

Creating a Training Event - Organizations

15. Verify the contact information for the event is correct. Click on **Continue**.

Contact Info

Contact Name	Email Address	
<input type="text" value="Chris Robin"/>	<input type="text" value="katherine.wintertest+cr@gmail.com"/>	
Address		
<input type="text" value="1313 mocking bird lane"/>		
Zip Code	City	State
<input type="text" value="55070"/>	<input type="text" value="Ashdown Forest"/>	<input type="text" value="MN"/>
Country		
<input type="text" value="United States"/>		
Phone	Fax	Website
<input type="text" value="(612) 655-6458"/>	<input type="text" value="e.g. (201) 555-0123"/>	<input type="text" value="Enter Web Address"/>
Additional Contact Info		
<input type="text" value="Enter Additional Contact Info"/>		

16. Enter the Registration Information and fee, if any. Click on **Save & Review**.

Event Registration

Registration Required

Yes No

Registration Deadline

Registration Web Address

Registration Fee

Yes No

Fee (US\$)

Required to submit

Creating a Training event - Organizations

17. All the information for the event has been saved and you will have the chance to review before it is submitted.

Event Not Submitted
Submit event to be reviewed for approval.

Status Draft
Created 06/05/2019 / by Christopher Robin

This event will show in public search results.
Show this event in public search results
 Yes No
Select Yes if you would like this event to show up in public event searches.

18. Click on Manage to edit the information, if necessary.

Event Details Manage

Location
DHS
Address 444 Lafayette / City Saint Paul / State MN / Zip Code 55122
County Ramsey / Country US / Capacity Not Set

Date
Friday, June 28, 2019

Time
06:00 PM - 09:00 PM

Event Contact Information
100 Acre Wood
Chris Robin
katherine.wintertest+cr@gmail.com
Address 1313 Mocking Bird Lane / City Ashdown Forest / State MN / Zip Code 55070
Phone (612) 655-6458 / Website Not Set

Event Registration Manage

Registration for this event is required.
Registration Available Until 06/28/2019 / Web Address Not Set / Registration Fee \$1,000.00

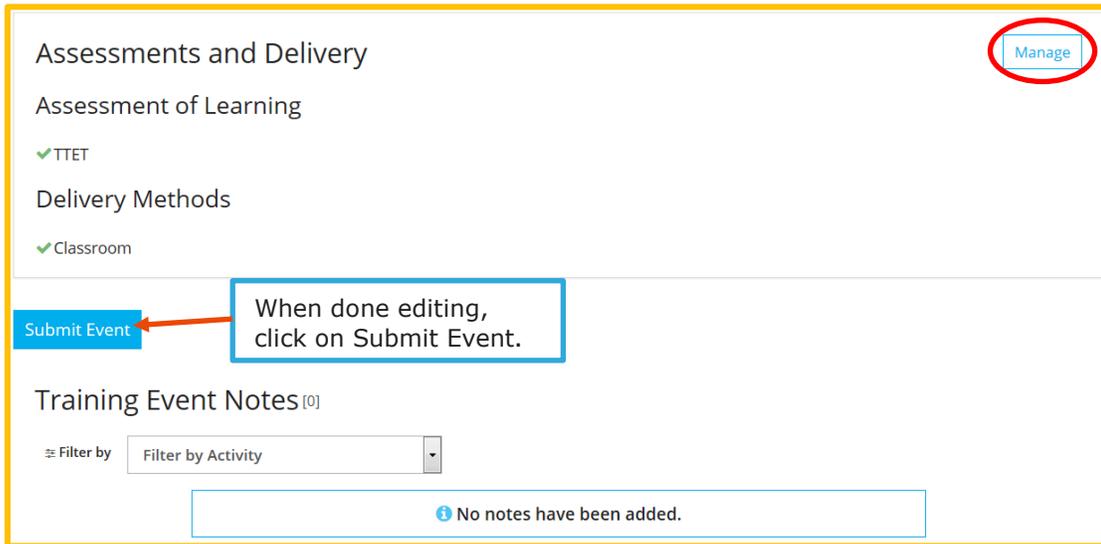
Trainers & Sponsor Manage

#1969
Amy Abeartest (Authorized Trainer)
Trainer Type Trainer I
[View Profile](#)

Training Sponsor Organization
#131267
100 Acre Wood
City Ashdown Forest / State MN

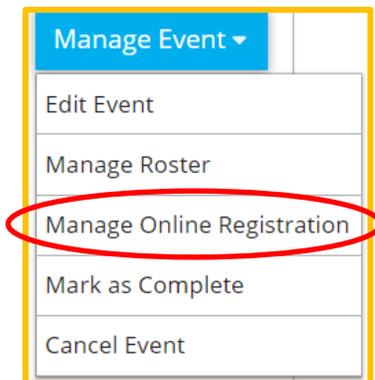
Creating a Training Event - Organizations

19. Click on **Submit Event** after you have ensured all the information is correct.

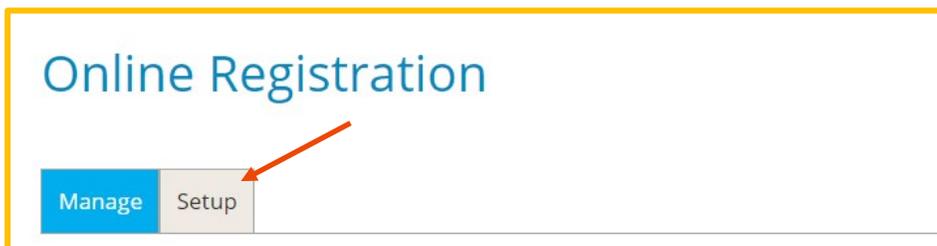


If your organization has a **Premium Account** with Develop, you will be able to set up online registration for your event.

1. From the **Event Details** page, click on **Manage Event** and choose **Manage Online Registration** from the drop down menu.



2. From the Online Registration menu, click on the **Setup** tab.



Creating a Training event - Organizations

3. Select the information you want to collect from your attendees.

Attendee Details

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

Standard Questions	Collect	Require
Individual 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](#)

4. You can check the box if it a **Free Event** or click on **Add Fee**.

Registration Fees

Free Event Select for **Free Event**

[Click to **Add Fee**](#) [Add Fee](#)

5. After you enter your registration fee information (if applicable), click on **Add Fee**.

Registration Fee Name*

Description

Price*

(U.S. Currency)

Start Date* End Date

[Add Fee](#)

Creating a Training Event - Organizations

6. You can add additional items if needed in addition to the registration fee. Click on **Next** when finished.

Additional Items

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

⚠ No additional items have been added.

Application Fees
Online registration is a fee-based service provided by New World Now, LLC
Fees charged upon checkout to each training provider by New World Now LLC during checkout are:
\$0.00 Flat Fee, plus 0% of total registration fees for all events purchased.

Payment Processing Fees
Online payment is a fee-based service provided by Stripe, Inc.
Fees charged upon checkout to each training provider by Stripe, Inc. for online credit card payments are:
\$0.30 flat fee, plus 2.9% of total registration fees for all events purchased.

Next >>

7. On the next page you can review the text and emails that will be sent when users register for your event. Click on **Save Changes** if you make any edits. Click on **Next** when finished.

Review Page

Set the text to be displayed at the top of the registration review page.

← → **B** *I* 🔗

All registrations are final. Please review the dates and titles of your chosen training's before checking out.
Participants who withdraw from training will not be able to transfer or receive a refund.
The training you are taking has an accompanying Participant Guide. This can be found at www.mncpd.org. You are invited to print this document for use or bring an electronic device to access the guide during your training. **Printed copies will not be provided for you.**
Before checking out, [please review our training policies here.](#)

Save Changes

Confirmation Page

Set the text to be displayed at the top of the registration confirmation page.

← → **B** *I* 🔗

Success! Thank you for registering for training with Child Care Aware of Minnesota. You will soon receive an email confirming your transaction details.
The training you are taking has an accompanying Participant Guide. This can be found at www.mncpd.org. You are invited to print this document for use or bring an electronic device to access the guide during your training. **Printed copies will not be provided for you.**
Please note: **All registrations are final.** Participants who withdraw from a training will not be able to transfer or receive a refund.
[You can review our training policies here.](#)

Save Changes

Creating a Training event - Organizations

Confirmation Email

Set the text to be included at the top of the confirmation email

← → **B** *I* 🔗

Thank you for registering for training with Child Care Aware of Minnesota. If any changes to your scheduled event occur, you will be notified via email.

The training you are taking has an accompanying Participant Guide. This can be found at www.mncpd.org. You are invited to print this document for use or bring an electronic device to access the guide during your training. **Printed copies will not be provided for you.**

Please note: **All registrations are final.** Participants who withdraw from training will not be able to transfer or receive a refund.

Send CC to:

training@familiesfirstmn.org

Save Changes

Reminder Email

Set the text to be included at the top of the reminder email

Reminder emails are sent following the last day of registration

← → **B** *I* 🔗

You have a training event with Child Care Aware of Minnesota coming up soon!

The training you are taking has an accompanying Participant Guide. This can be found at www.mncpd.org. You are invited to print this document for use or bring an electronic device to access the guide during your training. **Printed copies will not be provided for you.** Contact your local [Child Care Aware agency](#) with questions.

Remember:

Training will start and end on time. Participants who miss more than 15 minutes of a training event will not receive in-service credit.

Please note: **All registrations are final.** Participants who withdraw from training will not be able to transfer or receive a refund.

Save Changes

<< Previous **Next >>**

8. Click on **Preview Registration** to test your registration settings.

Event Activation

This is the last step to completing your event registration. Click the Preview Registration button to test your event registration settings and make sure everything is working as you intended. Once you are ready, please accept the terms and conditions and verify the registration start and end dates before activating this event.

Preview Registration

9. Enter the maximum number of participants and when the registration will start and end. You can also choose to hide the registration before the start date.

Registration Settings

Max Number of Participants

25

Registration Starts

5/20/2019

Registration Ends

11/7/2019

Hide Listing Before Registration Start Date

Creating a Training Event - Organizations

10. Accept the Terms and Conditions and click on **Save Changes**.

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 Develop in order for it to appear in the statewide training calendar and be available for online registration.

1. Acceptance of Terms

The Registry, Inc. (under contract with the Minnesota Department of Human Services to provide software as a service) 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.

I agree to the terms and conditions as defined above

[Print Terms](#)

[Exit](#) [<< Previous](#) [Save Changes](#)

11. Click on **Return** to go back to the Event page.

Online Registration

[Return](#)

Manage **Setup**

Active Supervision: Preventing Child Injuries in Family Child Care Settings

EVENT ID: 314271
LEVEL 2 - IMPLEMENTS

📅 Thursday, November 14, 2019

[view full event details](#)

Location	Primary Trainer
Saint James, MN	Sienna Browntest

Information Collection Text & Emails Activation

✔ Registration Information Saved.

[Preview Event Registration](#) [View Event Dashboard](#)