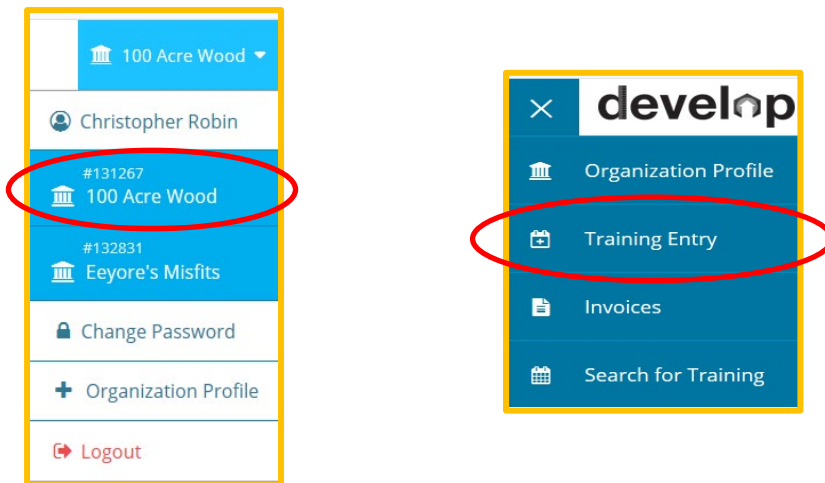


CREATING A TRAINING EVENT - ORGANIZATIONS

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 screenshot shows the 'Training Entry: 100 Acre Wood' form. At the top, there are tabs for 'Events' and 'Courses'. Below the tabs is a 'Filter Events' section with various input fields for filtering events by ID, title, status, knowledge framework, qualification, trainer name, sponsor name, location name, city, date, and county. A 'New Event' button is located in the top right corner of the form, circled in red. At the bottom right, there are 'Filter Events' and 'Clear Filters' buttons.

Creating a Training event - Organizations

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

Select a Course

Filter Courses

Course Title
Search Course Title

Course ID
Search Course ID

Qualification
Search Qualification

Qualification Type
Filter by Qualification Type

Competency Framework
Knowledge and Competency

CDA Content Areas
Filter by CDA Content Areas

Search **Reset**

Sort by Title Direction Ascending

#150491
Course 1
Course Level Level 1 - Explores
Course Type Approved clock hour course / Course Category School Age
Owner No Course Owner

Applies Toward
✓ 7. Developmental disabilities, special health care needs, and behavioral challenges

Select

#150450
Course test
Hours 1.00 / Course Level Level 1 - Explores
Course Type Approved clock hour course / Course Category Infant
Owner No Course Owner

Select

Cancel

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**.

New Training Event **Cancel**

Training Course
#150513
This too shall pass
Classroom Hours 4.00 /
Course Level Level 1 - Explores

Event Trainers
Not Selected

Event Details
Not Set
Not Set

COURSE TRAINER & SPONSOR ASSESSMENTS & DELIVERY EVENT REGISTRATION

Course Selection
#150513
This too shall pass
Expiration Date 03/27/2024 / Classroom Hours 4.00 / Course Level Level 1 - Explores
Course Type Approved clock hour course / Course Category Business

Course Owner
#131287
100 Acre Wood

Description
This is the end

Applies Toward
✓ 9. Working with Families from Different Cultures

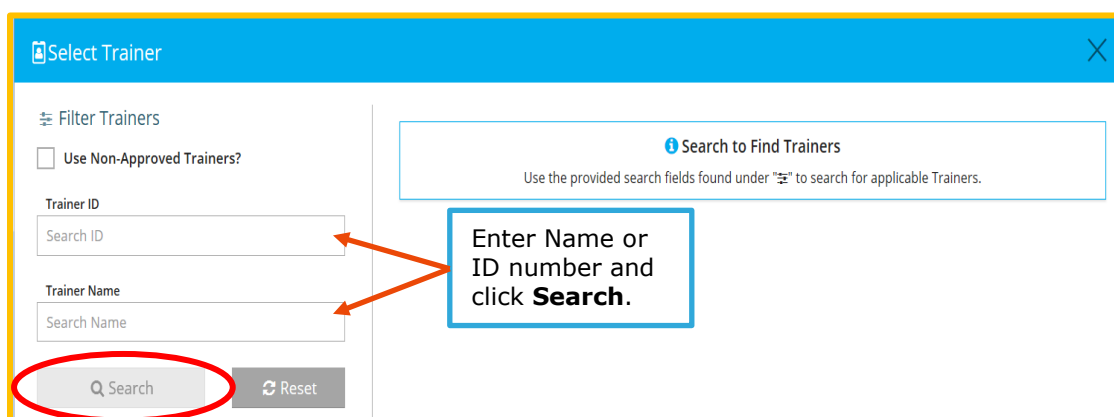
Knowledge and Competency Framework Areas
✓ III: Relationships with Families (4.00 hr)

CDA Content Areas
✓ Productive Relationships with Families (4.00 hr)

Select a Course **Save as Draft** **Continue >**

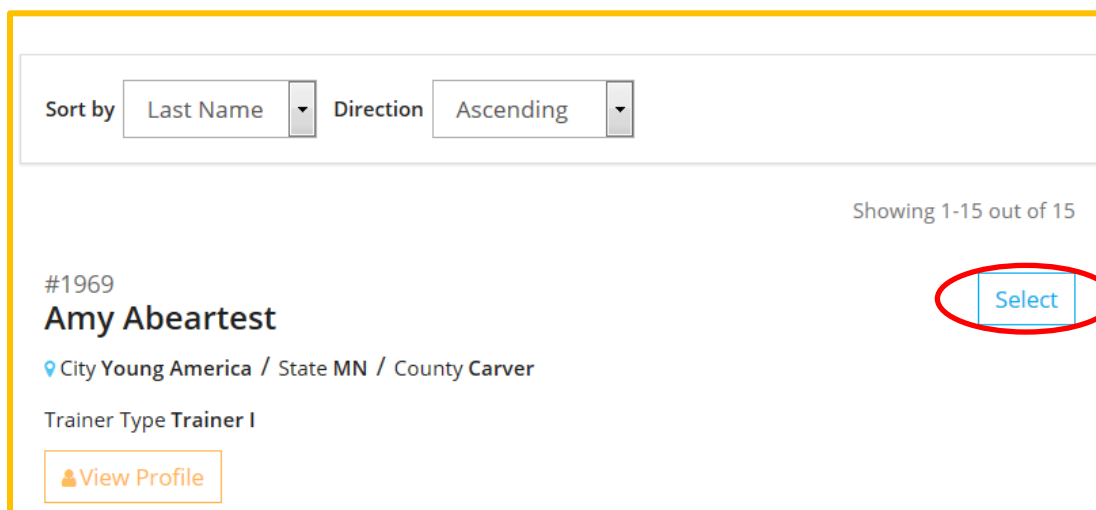
Creating a Training Event - Organizations

6. Select a Trainer for your Event.



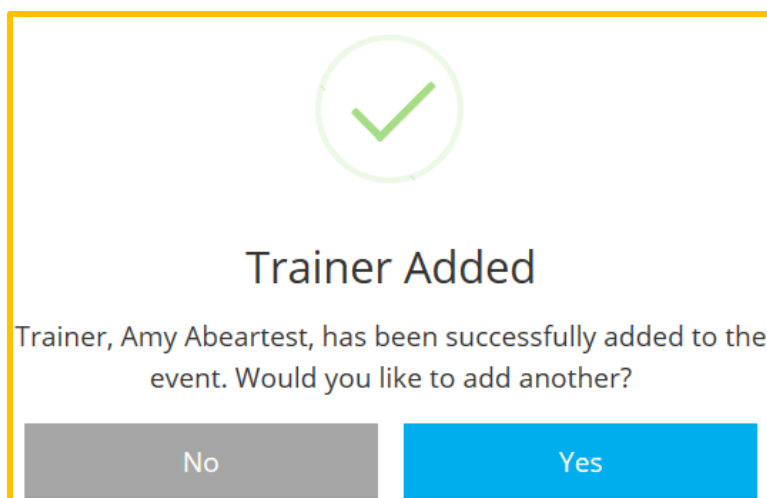
The 'Select Trainer' modal window has a blue header with a close button. On the left, under 'Filter Trainers', there is a checkbox for 'Use Non-Approved Trainers?'. Below this are two search fields: 'Trainer ID' with a 'Search ID' placeholder and 'Trainer Name' with a 'Search Name' placeholder. At the bottom left are 'Search' and 'Reset' buttons. On the right, a box titled 'Search to Find Trainers' contains the instruction: 'Use the provided search fields found under "Filter Trainers" to search for applicable Trainers.' A blue callout box with the text 'Enter Name or ID number and click Search.' has two red arrows pointing to the search fields. The 'Search' button is circled in red.

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.



This section shows a list of trainers. At the top, there are dropdowns for 'Sort by' (set to 'Last Name') and 'Direction' (set to 'Ascending'). Below this, it says 'Showing 1-15 out of 15'. The first trainer listed is '#1969 Amy Abeartest' with location 'City Young America / State MN / County Carver' and 'Trainer Type Trainer I'. There is a 'View Profile' button with a person icon. To the right of the trainer's name is a blue 'Select' button, which is circled in red.

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



A confirmation dialog box with a green checkmark icon at the top. The title is 'Trainer Added'. The text reads: 'Trainer, Amy Abeartest, has been successfully added to the event. Would you like to add another?'. At the bottom are two buttons: a grey 'No' button and a blue 'Yes' button.

Creating a Training event - Organizations

9. 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 sections: 'Training Course' (with details like #150512, 'This is the end', Classroom Hours 2.00, and Course Level Level 1 - Explores), 'Event Trainers' (listing #1969 Amy Abeartest), and 'Event Details' (both 'Not Set'). The main area is titled 'Trainer Entry' and shows the same trainer, Amy Abeartest, with a checked box for 'Administrative Access'. A red circle highlights this section. Below it is a 'Training Language' dropdown set to 'English'. At the bottom, there are three buttons: '< Previous', 'Save as Draft', and 'Continue >'. The 'Continue >' button is circled in red.

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

This screenshot shows the 'Assessment of Learning' section. On the left, the same event details from the previous screen are visible. The main area is titled 'Assessment of Learning' and asks 'Please select all that apply.' Below this is a list of checkboxes for various assessment methods: Demonstration of Skills, Interview, Observation, Portfolio, Pre/Post Test, Project, Q&A, Reflection Paper, Research Paper, Self Report, TTET, and Other. All checkboxes are currently unchecked.

This screenshot shows the 'Delivery Methods' section. On the left, the same event details are visible. The main area is titled 'Delivery Methods' and asks 'Please select all that apply.' Below this is a list of checkboxes for various delivery methods: CD/DVD/Video, Classroom, Coach, Group, Other Delivery Method, Panel Discussion, Web Based, and Webinar. All checkboxes are currently unchecked. At the bottom, there are three buttons: '< Previous', 'Save as Draft', and 'Continue >'. The 'Continue >' button is 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

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

General location information

☒ Add to saved locations

Saved Locations

Saved Locations

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

Event Date & Time

Self-Paced

☒ No ☐ Yes

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

Multiple Sessions

☒ No ☐ Yes

Start Date

End Date

Required to submit

Required to submit

Start Time

End Time

Addl. Date/Time Info

Enter Addl. Date/Time Info

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

Chris Robin

Email Address

katherine.wintertest+cr@gmail.com

Address

1313 mocking bird lane

Zip Code

55070

City

Ashdown Forest


State

MN

Country


United States

Phone



 (612) 655-6458

Fax



 e.g. (201) 555-0123

Website

Enter Web Address

Additional Contact Info

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

06/28/2019

Registration Web Address

Registration Fee

☒ Yes ☐ No

Fee (US\$)

\$

Required to submit

< Previous

Save as Draft

Save & Review

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

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

Manage

Event Registration

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

Trainers & Sponsor
#1969
Amy Abeartest (Authorized Trainer)
Trainer Type Trainer I
View Profile

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

Manage

Manage

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

Click to **Add Fee**

[Add Fee](#)

Select for **Free Event**

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

Registration Fee Name*

Event Fee

Description

Price*

1000

(U.S. Currency)

Start Date*

5/20/2019

End Date

06/22/2019

[Add Fee](#)


Creating a Training Event - Organizations

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

Additional Items

Add Item(s)

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 >>

- 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.mnccpd.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.mnccpd.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

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.mnccpd.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

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.mnccpd.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

Saint James, MN

Primary Trainer

Sienna Browntest

Information CollectionText & EmailsActivation

Registration Information Saved.

Preview Event RegistrationView Event Dashboard