COMPLETING MULTIPLE RBPD EVENTS

Relationship-Based Professional Development (RBPD) Specialists have the option to mark multiple events as completed at one time. An event can only be completed when it is in Approved status.

1. Log in to Develop with your email address and password.
2. On the left menu, choose RBPD Event Entry.
3. Select the search option to locate your events: Event Title, RBPD Specialist Name, Recipient Organization, or Event ID. You can also filter by Event Status or Event Type and add No Roster Attendance, No RBPD Specialist, No Note or No Documentation. Click on Search.
Completing Multiple RBPD Events

4. Once you enter your filter options and click on **Search**, results will display on the right hand side. Click **Details** to view the RBPD Event details.

5. Click on **Manage** to edit the information for that section. Click on **Save** when finished.
Completing Multiple RBPD Events

6. Click on **Complete Events** to see all the events.

7. Multiple events can be completed in two ways. Checkboxes will show up next to all **Approved events**. You can either check the box to **Select All Approved Events** or check the box next to the individual Approved events you wish to complete.
Completing Multiple RBPD Events

8. Check the box to complete the events. Click on **Complete Selected**.

![Select All Approved Events](image1)

- **Select All Approved Events**
- **Complete Selected**
- **Cancel**

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<table>
<thead>
<tr>
<th>#16600</th>
<th>RBPD Cycle of Coaching</th>
</tr>
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<tbody>
<tr>
<td>Status: Approved / Type: Building Quality / Created: 06/03/2019</td>
<td></td>
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</tbody>
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![Complete Selected Events?](image2)

**Complete Selected Events?**

You will not be able to make any changes to attendance roster or event notes after marking the event complete.

- **No**
- **Yes**

![Selected Events Updated](image3)

**Selected Events Updated**

The Selected Events are now Completed.

- **OK**

9. After events are completed, they cannot be edited. You will need to contact the Develop Help Desk to make changes.