

# SC Endeavors Registry

## How To Create CPR/First Aid Record and Upload Documentation

1. Go to [Home - SC Endeavors](#)
2. Click "Registry login" in the top right-hand corner.
3. Click "Login" in the top right-hand corner.
4. Enter your email and password.
5. Click LOGIN.
6. Click on "EDUCATION" tab.
7. To begin adding your entry, click on "EDIT EDUCATION"
8. On the next screen, scroll down until you see "FIRST AID & CPR" section.
9. In the First Aid & CPR Section, click on "ADD NEW", and select the appropriate First Aid/CPR category from the drop down menu. A pop up will appear.
10. Enter the date you earned your certification in "Certification Date"
11. Enter the expiration date as shown on the certificate/card in "Expires"
12. Optional, you may enter the institution you earned your certificate from in "Institution" (for example, American Red Cross)
13. Then scroll down to the DOCUMENTATION section.
14. To add documentation, click on the small blue square with the upload symbol; select the document from your computer, and Open or Save.
15. Once you have all your documentation uploaded, scroll down slightly and click "SAVE AND CLOSE".