SC Endeavors Registry

How to Enter Event Attendance Rosters

Sign In:

1. Go to www.scendeavors.org.
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.**

Individual or Organization:

1. If you are entering attendance for a training event on a course that was approved under you as an individual trainer, make sure you have clicked on your name in the top right navigation.
2. If you are entering attendance for a training event on a course that was approved under you as a training organization, make sure you have clicked on your organization in the top right navigation.

Training Entry:

1. Use the top left menu to select **TRAINING ENTRY**.
2. You will see two tabs labeled Events and Courses. **EVENTS** will already be selected.
3. Make sure the date in the **DATE FROM** box is prior to the event date you are searching for and select **ACCEPTED** from the **EVENT STATUS** drop down. Click **FILTER EVENTS.**
4. You can also search by Event ID in the search fields.
5. Click on the Event ID number to open the event.

Adding Attendee to Roster:

1. Click the **MANAGE** button in the Roster section of the page. Then click **ROSTER.**
2. Training Event Attendance is now open. Click **+ ATTENDEE.**
3. Use the fields to search for individuals on the paper roster to add their name on the online roster. The attendance verification form will help with this information.
4. Click **SEARCH/LOCATE** for search results.
5. Scroll down to the search results. Click **SELECT** on the correct individual.
6. Verify their information and click **COMPLETE REGISTRATION.**
7. If someone cannot be located by any of the three search options, click **ENTER BY NAME.**
8. Make sure the box for Create Individual Account is checked and enter the required information. This information is collected on the Attendance Verification form. Click **COMPLETE REGISTRATION.** Enter more individuals or click **RETURN** to get back to the primary search methods.
9. Once everyone on the roster has been updated and entered, click **EXIT ROSTER.**

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Uploading Training Documentation:

1. The Training Event page will populate. Scroll to the bottom to see Training Event Documentation.
2. Click **MANAGE.**
3. Scan the roster onto your desktop with the name of the trainer and date of training as the document name.
4. Click the **+ FILE** button.
5. Search for the document on your desktop and attach. Then, click **SAVE.**
6. Scroll to the top of the page, Click the **EVENT** drop down. Then click **COMPLETE (the roster can no longer be edited after this step).**
7. **CONFIRM** you want to mark the event as complete.
8. Event Saved. Click **OK.**
9. Click **CLOSE.** The roster entry is complete.