

SC Endeavors Registry

How to Enter Conference Event Attendance - VIRTUAL CONFERENCE IMPORT PROCESS

Taking attendance at your conference can be done in multiple ways to ensure participants receive appropriate DSS credit hours.

o Import attendance, the system will need required fields within a **CSV file format** to upload for each session. Virtual events should be using a platform that allows reporting capabilities to ensure participation. Virtual events can also create a link to capture the required information.

Required fields are:

First Name
Last Name
State Registry ID/Student Number

Optional fields:

Email address
Phone number

Other Import requirements:

Must use a CSV file
The first row of the CSV file must be column headers such as first name, last name, etc.
and not the title of your session.

Once you are ready to import attendees, follow the instructions below:

Sign In:

Go to www.scendeavors.org.
Click **REGISTRY LOGIN** in the top right-hand corner.
Click **LOGIN** in the top right-hand corner.
Enter your email and password.
Click **LOGIN**.

Training Organization:

Click on your organization in the top right navigation.

Training Entry:

Use the top left menu to select **TRAINING ENTRY**.

You will see two tabs labeled Events and Courses. **EVENTS** will already be selected.

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**.

You can also search by Event ID in the search fields.

Conferences will have a **C** icon beside them. Conference sessions will have a **CS** icon beside them.

Attendance entry can be done on the conference event link or the individual session link.

Click on the event to access the roster.

Training Event:

Each session will have a **MANAGE** button. Click the button and select **IMPORT ATTENDEES**.

Click the **SELECT FILE** button to locate the appropriate CSV file. Click **UPLOAD**.

Select the drop-down field to match with your CSV file.

Click **IMPORT DATA** to begin the import process.

You will then receive a file that provides details about successful imports. You will see individuals who were imported successfully and those that did not import due to an error such as wrong State Registry ID. You can either manually enter those corrections, or re-import the data file once corrected.

Proceed with this process for each session.

Complete Conference Event:

Scroll to the top of or locate the conference page, Click the **EVENT** drop down. Then, click **COMPLETE (the roster can no longer be edited after this step)**.

CONFIRM you want to mark the event as complete.

Event Saved. Click **OK**.

Click **CLOSE**. The roster entry is complete.