

# SC Endeavors Registry

## Create an Organization Profile and Add Employees

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For organizations that provide **direct care** to children

### Sign In:

1. Go to [www.scendeavors.org](http://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**.

### Organization Profile Management:

1. Scroll down on your Personal Profile to see the Organization Profile Management section.
2. Click **ADD ORGANIZATION PROFILE**.
3. One designated person from the organization should make and manage the Organization Profile. Click **CREATE PROFILE**.
4. Enter contact information.
5. Select that your organization provides direct care

### Direct Care Organization:

6. Enter your program identification information (license number, CC number, etc.)
7. Click **NEXT**.
8. Confirm the program listed is correct. Click **NEXT**.
9. Check the box for Training Sponsor Organization if this organization provides training.
10. Select your accreditation, if applicable. Click **NEXT**.
11. Enter your Program Enrollment information.
12. Click **NEXT**.
13. Verify your organization’s address. Click **SUBMIT**.
14. Thank you for registering your organization. Your application has been submitted for review. You’ll be notified via email when it is approved. You will then be able to sign in, access the organization maintenance features, and begin entering training courses and events as a Training Sponsor Organization, if selected.

### Access Organization Profile After Approval:

1. Once notified that the Organization Profile has been approved, log back in.
2. Use the navigation in the top right to click on your Organization Profile.
  - a. The first time you do this, you will need to agree to the terms of agreement and submit.

### Inviting Employees to Connect to the Organization Profile:

1. Click on the **EMPLOYEES** tab.

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2. Click **MANAGE INVITES**.
3. Click **INVITE STAFF**.
4. Enter Staff information, select position, and enter start date.
  - a. Please make sure the email address that you use is the email address the staff member uses/will use to log into the registry.
5. Click **SEND INVITE**.
6. Click **YES** or **NO** to invite additional staff or exit.
7. When all staff have been invited, click **CLOSE**.
8. Employees will populate when they have accepted.

**\*\*Directors-** please remember to include yourself in these efforts to add staff records to the organization profile. You can send yourself an invitation to create an employment record using the steps above or add an employment record on the Employment tab of your individual profile. **\*\***

## Verifying Employees Self-Reported Records:

1. On the Employees tab of the organization profile, you will see anyone that has created an employment record for your program.
2. This record is listed as Self-Reported until it is updated to Verified by Program.
3. Click **UPDATE** beside any record you wish to verify. Change the drop-down box in the pop-up to Verified by Program and **SAVE**.

## Adding Staff to Help Manage Organization Profile:

1. Staff added here can submit training courses for approval and schedule events, unlike employees listed on the Employees tab. A staff person must be entered on the Employees tab first to be given access to the Organization Profile in the steps below.
2. Click on **ORG DETAILS**.
3. Click on **MANAGE ORGANIZATION PROFILE USERS**.
4. You can select the staff you want to add from the list on the screen by clicking the **+** button.
5. Confirm you want to give that person access.

## Adding Classrooms and Assigning Teachers to Classrooms

1. Click on the **Classrooms** Tab.
2. Click **Edit**.
3. Enter the **number of classrooms** in your organization.

Number of Classrooms / Groups	<input type="text"/>
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4. Enter the number of children **enrolled** in each age group. Enter the number of **"high needs"** children per classroom. A child should be counted as **"high needs"** if meets one or more of the following criteria:
  - Receives child care subsidy (ABC voucher)
  - Has documented special needs [e.g. Individualized Family Service Plan (IFSP) Individualized Education Plan (IEP)
  - A dual language learner

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- Experiencing homelessness

A drop-down menu will appear to select the specific risk factors for the children within a classroom. Select the appropriate risk factors that apply.

Infants	<input type="text" value="0"/>	High Needs	<input type="text" value="0"/>
Toddlers	<input type="text" value="0"/>	High Needs	<input type="text" value="0"/>
Preschool	<input type="text" value="0"/>	High Needs	<input type="text" value="0"/>
Pre-Kindergarten	<input type="text" value="0"/>	High Needs	<input type="text" value="0"/>
Kindergarten	<input type="text" value="0"/>	High Needs	<input type="text" value="0"/>
School-Age	<input type="text" value="0"/>	High Needs	<input type="text" value="0"/>

5. Select the option to describe when your program is open and serving children.

When is your program open and serving children? (Please choose the one answer that best fits.)

-- Select Timeframe --

-- Select Timeframe --

Full calendar year

School year only (typically September-May)

Summer only

6. In the next section, please describe any time your program is closed for more than 2 weeks and not serving children.
7. Click **Update**.
8. Click **Edit** next to Director section if the Director is not listed. **If the Director is listed, skip to step 14.**

Director of Record

9. Click the **Add Director** tab.

Edit Director of Record

10. Click **Select** next to the Director listed in the staff list.

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11. Indicate date when this employee became the Director and click **Confirm**.

Indicate when this employee became the Director of Record

  
mm/dd/yyyy

If applicable, when did this employee stop being Director of Record

  
mm/dd/yyyy

**Confirm** **Cancel**

12. Confirm start date for Director and click **Update**.

Start Date  mm/dd/yyyy

End Date  mm/dd/yyyy

13. To add classrooms, scroll down and click on the **Add Classroom** tab to add classrooms.

14. Add name of classroom, date the classroom opened, hours open per week, times classroom is open, days of the week, ages served, and capacity. Once a classroom is set up, you do not need to add this classroom each year.

**Add Classroom**

Classroom Name \*

Start Date \*  Enter Date  Hours Open Per Week \*  0

Starts \*  Enter Time  Ends \*  Enter Time

Days per Week \*

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Capacity

Age Ranges \*

- Infants
- Toddlers
- Preschool
- Pre-Kindergarten
- Kindergarten
- School-Age

What is the capacity of this room / group?  0

In which age range are the majority of students?  Select an Age Range

**Save** **Cancel**

15. Click **Save**.

16. Scroll down to the middle of the screen to **add Lead Teacher and Teachers** to the classroom. Click the **+ sign** to add a Lead Teacher and Teacher.

Lead Teacher  **+**

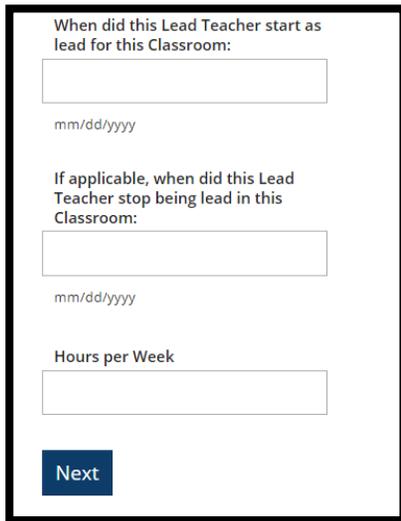
Position is Vacant

Teacher  **+**

Position is Vacant

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- A list of teachers that have added their employment will be displayed.
  - \*Please note that a teacher must add their employment and the Director must verify employment under the Employee tab within the organization before you will be able to add them as a Lead Teacher or Teacher to a classroom.
- Click the **select** tab to the right of the Lead Teacher for this classroom.
- Add start date and hours worked per week and click **next**



When did this Lead Teacher start as lead for this Classroom:

mm/dd/yyyy

If applicable, when did this Lead Teacher stop being lead in this Classroom:

mm/dd/yyyy

Hours per Week

**Next**

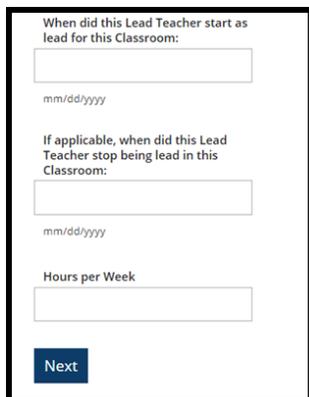
- Click **return** on the next screen after verifying Lead Teacher information. This will take you back to the classroom to add information for the other teachers in the classroom.
- Click on the **+ sign** to add a Teacher to this classroom. Multiple Teachers may be listed under the Teacher section. You will need to go through this same process to add multiple teachers.



Teacher +

Position is Vacant

- Chose the correct teacher from the list of employees to be added to this classroom.
- Add start date and hours worked per week and click **next**.



When did this Lead Teacher start as lead for this Classroom:

mm/dd/yyyy

If applicable, when did this Lead Teacher stop being lead in this Classroom:

mm/dd/yyyy

Hours per Week

**Next**

- Click **Update** to save changes.

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24. Click **Cancel** to go back to the Classroom tab to continue setting up classrooms with teachers. Go to **Add Classroom** and repeat steps 14 – 24.