SC Endeavors Registry

How to create an Organization Profile and Add Employees

Sign In:

1. Go to registry.scendeavors.org.
2. Click login in the top right-hand corner.
3. Enter your email and password.
4. 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 whether the organization provides direct care or indirect care.
6. Select the organization type from the list provided.
7. Check the box for Training Sponsor Organization if this organization provides training.
8. Click **NEXT**.

Organization Address:

1. Fill in the information.
2. Click to subscribe or unsubscribe from updates from SC Endeavors.
3. Click **SUBMIT**.
4. 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.

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.

Inviting Employees to Connect to the Organization as Staff/Trainers:

1. Click on the **EMPLOYEES** tab.
2. Click **MANAGE INVITES.**
3. Click **INVITE STAFF.**
4. Enter Staff information, select position, and enter start date.
5. Click **SEND INVITE**.
6. Click **YES** or **NO** to invite additional staff or exit.

SC Endeavors Registry

7. When all staff have been invited, click **CLOSE.**
8. Employees will populate when they have accept.

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.