SC Endeavors Registry

How to Enter Conference Event Attendance

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.**

Training Organization:

6. Click on your organization in the top right navigation.

Training Entry:

7. Use the top left menu to select **TRAINING ENTRY**.
8. You will see two tabs labeled Events and Courses. **EVENTS** will already be selected.
9. 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.**
10. You can also search by Event ID in the search fields.
11. Conferences will have a **C** icon beside them. Conference sessions will have a **CS** icon beside them.
12. Attendance entry can be done on the conference event link or the individual session link.
13. Click on the event to access the roster.

Training Event:

14. Click the **MANAGE** button on the session. Then click **ROSTER.** (Please be aware, there is a roster for the overall conference and the individual sessions. You do not need to add attendance to the overall conference.)
15. Training Event Attendance is now open**.** Click **+ ATTENDEE.**
16. 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 if someone does not provide their state registry ID number.
17. Click **SEARCH/LOCATE** for search results.
18. Scroll down to the search results. Click **SELECT** on the correct individual.
19. Verify their information and click **COMPLETE REGISTRATION.**
20. If someone cannot be located by any of the three search options, click **ENTER BY NAME.**
21. 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.

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22. Once everyone on the roster has been updated and entered, click **EXIT ROSTER.**

Complete Conference Event:

23. 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).**
24. **CONFIRM** you want to mark the event as complete.
25. Event Saved. Click **OK.**
26. Click **CLOSE.** The roster entry is complete.