

How to Schedule an Event

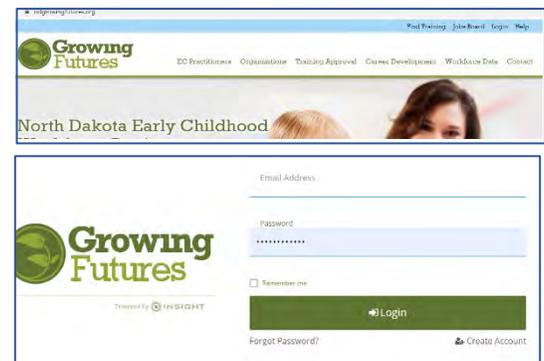
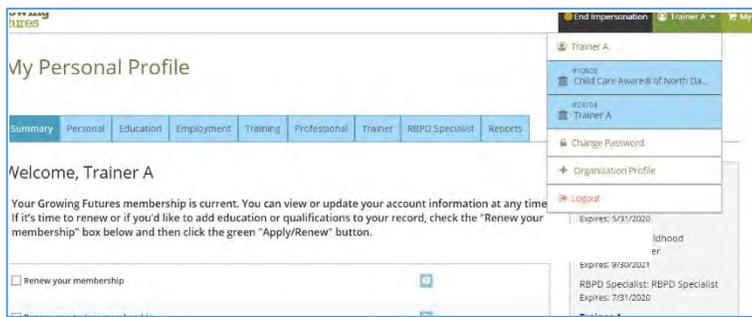
July 2023

Scheduling an event is the second step to have training approved and listed on the Registry Training Calendar.

NOTE: Before an event can be scheduled, the course must first be approved. Please visit www.ndgrowingfutures.org to learn more about the approval process.

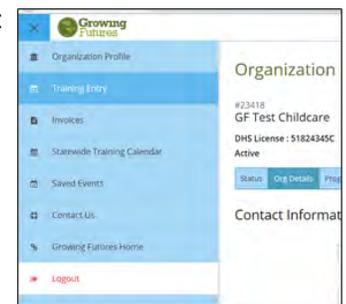
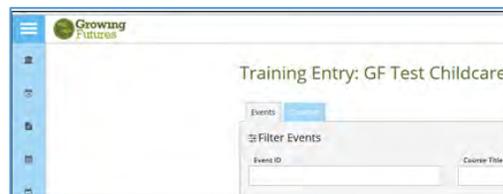
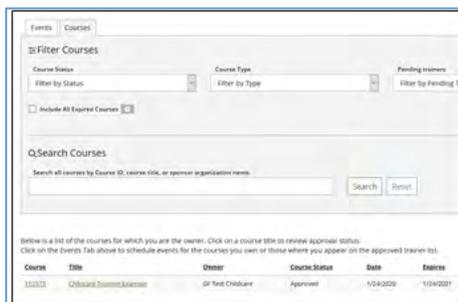
Follow these steps to schedule an event:

1. Go to www.ndgrowingfutures.org and click on “Login” at the top of the page.
2. Login to your individual account.



Under the drop-down menu below your name at the top right corner, choose the name of the organization that is sponsoring the training.

3. Open the blue menu bar to the left of the screen by clicking on the box with three lines, and then choose Training Entry.
4. Click on the Course tab.

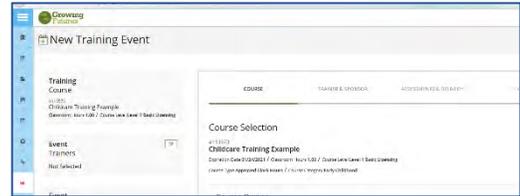


5. Scroll down and select the course to schedule from the list at the bottom. Click on either the course number or course title.

6. The details of the course will open. Click the Schedule Event button.



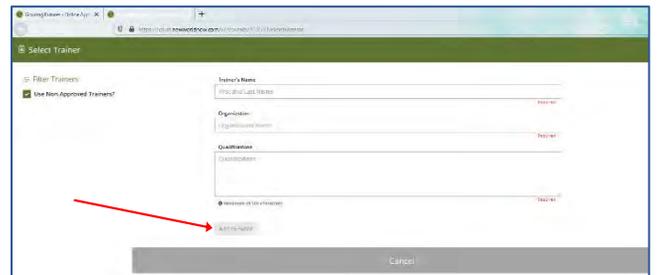
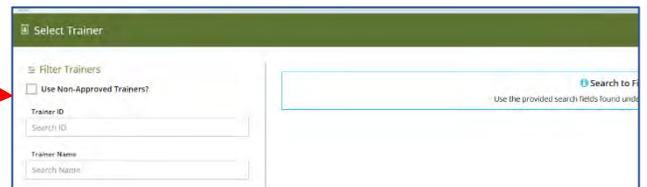
7. Review the course information on the page. Then scroll to the bottom of the page and select "Continue."



8. Select the trainer(s). **NOTE:** If the course is a Level 1 course, either a pre-approved trainer or non-approved trainer may be used. If the course Level 2, a pre-approved trainer must be used.

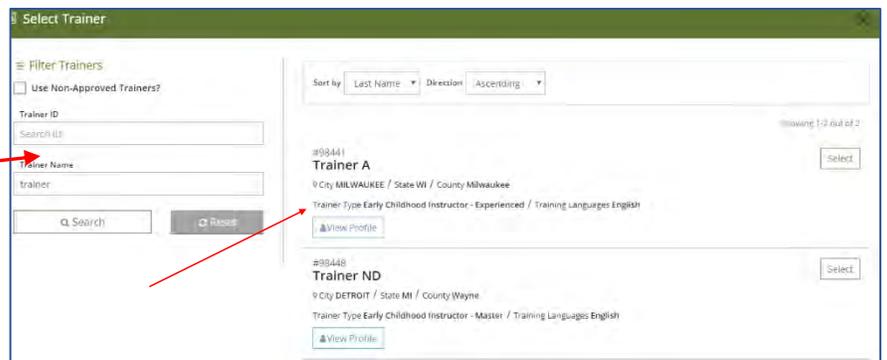
a. **Non-approved:** Check the box for "Non-approved trainer."

Then, provide all required information about the trainer, including their name, where they are employed, and their professional qualifications to present the training topic. Then click "Add to event."



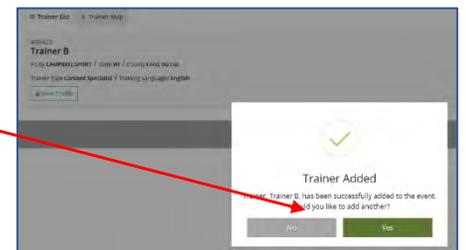
b. **Pre-approved:**

Enter a trainer's name or Registry ID# to search for pre-approved trainers. A list of trainers will appear.



Select the trainer from the list.

To add additional trainers, click "yes" on the "Trainer Added" box. If not, click "no." When all of the trainers are added, click "Continue" at the bottom of the page.



NOTE: The pre-approved trainer selected must have the professional qualifications to deliver the training topic.

9. Choose the training language from the drop-down options, then click “Continue.”

10. Next, indicate the assessment/evaluation method(s) that will be used to determine if attendees at the training event successfully met the course learning outcomes. More than one assessment method can be checked.

Check the delivery method for the event. **NOTE:** For meeting platforms such as Zoom, where participants are gathered at the same time but in different locations, select “Distance.” Click “Continue.”

11. Event Details

Indicate if the training event should appear on the Growing Futures on-line Training Calendar. Yes indicates the event will be open to public registration. No indicates that the event will not be seen by the public.

NOTE: If the event appears on the Training Calendar, the description of the **course** will appear exactly as entered. Registry staff does not edit the description.

12. Next, select the location for the event.

Web-based means the event is delivered completely online and may be a self-paced training. For web-based events, enter the web address.

Classroom means the event is delivered in real-time and in-person. Choose a saved location or enter a new building address. **NOTE:** Attendees at classroom events may be in different locations and connected via a platform such as Zoom or TEAMS. Attendees must participate in the live presentation. No clock hours can be awarded to individuals who watch a recorded session after the fact.

Correspondence means that the course materials are sent to the attendees and returned for grading/credit once completed.

13. Indicate if the event is Self-Paced or not.

Indicate whether there is more than one session for the training.

Enter the Start and End Dates and Times

14. Enter the contact information. If the event is open to public registration, the contact information will appear on the Registry Training Calendar. Then click "Continue."

NOTE: Be sure to include all the contact information people will need if they have questions about the event or to register for the event. Growing Futures Registry staff will refer any questions to the contact listed for the event.

15. Indicate whether registration is required.

If registration is required, check "Yes." Enter the registration deadline and a web address for registration (if applicable). If there is a registration fee, enter the amount.

Click on "Save & Review" and then "OK".

Review the information and make any changes, if needed.

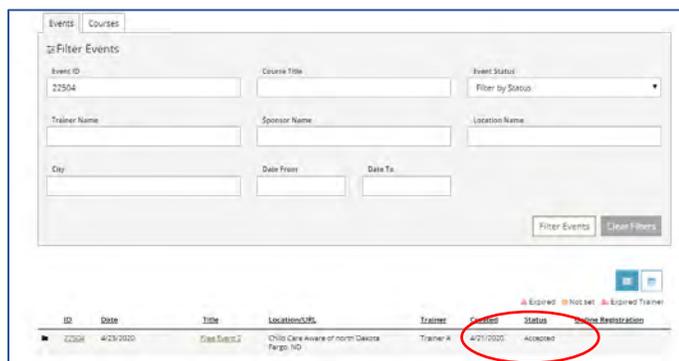
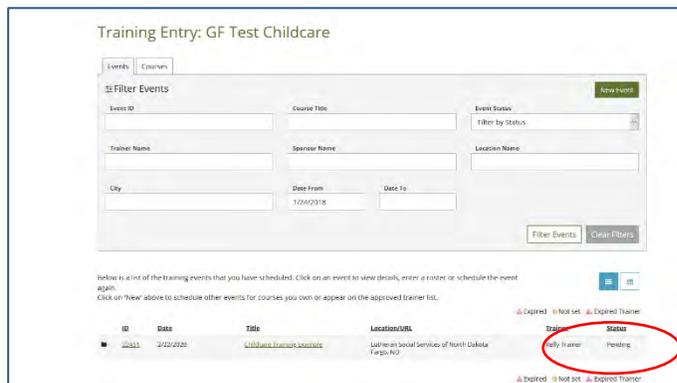
When scheduling an event for a Level 1 course, the status of the event is "Draft" and the event has not been submitted.

After reviewing the details, click on "Submit Event."

While the Registry reviews the event, the event status will be “Pending.”

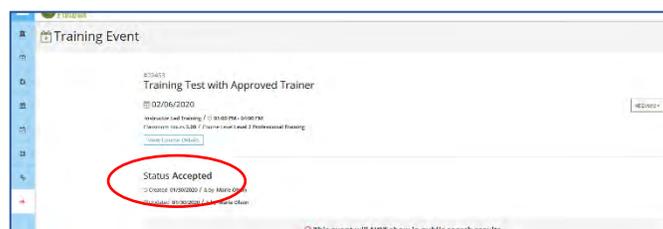


NOTE: Registry staff will only review events that have been submitted and are in Pending status. If the event is still in “Draft” status, it must be submitted before it will be reviewed.



Once the event has been reviewed and approved, the status will change to “Accepted” and the person listed as the contact for the event will receive notification that the event can be held.

If scheduling an event for a Level 2 course, the status of the event will be “Accepted” after clicking on “Save and Review” and then “OK”.



TIPS:

- An event can be saved at any time and returned to later. It will be in “Draft” form until submitted.
- Remember that on-line meeting formats such as Zoom are submitted as “distance” delivery method, and “classroom” for location. Use the tools provided by the meeting format for taking and tracking attendance. At the close of the event, either upload the attendance sheets or reports to the event or email them to the Registry just as is required for in-person face-to-face events. As always, no partial credit can be awarded.
- Find more detailed information at <https://www.ndgrowingfutures.org/deliver-training-using-zoom>