Managing Your Event

Updated 8-15-20

Once your Event is approved, you need to manage it. You are responsible for all aspects of your training Event, including registration, attendance, awarding clock hours, and closing the Event. To ensure that attendees at your Event receive credit for attendance – and the clock hours appear on their individual DHS Licensing Report – you will need to complete all steps in the management process.

Here's what you need to know to have a successful training Event.

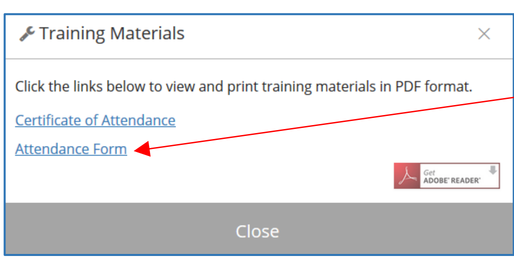
1. First, make sure **both** your Course and Event are approved:
   - Courses must be submitted for approval at least five (5) weeks prior to the start date of the first Event: https://www.ndgrowingfutures.org/files/pdf/ndgf-howtosubmitcourseforapproval.pdf
   - Events must be submitted for approval at least three (3) weeks prior to the start date of the first Event: https://www.ndgrowingfutures.org/files/pdf/ndgf-howtoscheduleevent.pdf

NOTE: It's important to know that you cannot schedule an Event for an approved Course that will occur at a date after the Course itself has expired. If your Event is a one-time session, it must be scheduled within the period of time the Course is approved. If your Event is a multi-session training, all sessions must be scheduled within the Course approval period.

Before the Event

2. As an approved Training Sponsor, your main obligation is to track attendance correctly and accurately. For in-person, face-to-face events, all attendees must complete and sign the Growing Futures Registry attendance sheet. Print the Growing Futures Attendance Sheet before the first session of your Event.

   Open your Event. In the "Event Details" section, click on "Training Materials."



Click on "Attendance Form" to print a pdf document that includes all the Event details already filled in for you.

Growing Futures Attendance Sheet

3911 20th Ave. S.
Fargo, ND 58103
Phone: 1-800-997-8516
www.ndgrowingfutures.org

Training Event ID: 22525 **Training Title:** Child Care Safety
Training Location: All 4 Learning **Training Date:** 8/18/2020 - 8/18/2020
Training Start Time: 6:30 PM **Training End Time:** 8:30 PM **Total clock hours approved:** 2.00
Trainer or Presenter: Lori Peterson **Trainer Registry ID:**
Event Sponsor: ALL 4 LEARNING CHILDCARE CENTER

All information is required. Individuals who do not provide the following information will not receive credit for attending the training session.

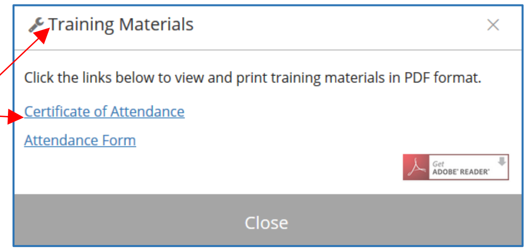
Name (please print)	Registry ID#	Address (city, state, zip)	Phone (include area code)	Personal Email	Signature

The Attendance Sheet includes a field for the attendee's Registry ID#. Collecting the Registry ID# will make entering and reconciling attendees on the roster quick and easy at the end of the Event.

NOTE: As noted on the form, all fields on the form are required. Attendee's **original signature is required for you to be able to award them credit for attending**. If your Event has multiple sessions, attendees will need to complete and sign a separate Attendance Sheet at each session.

Real-time events help using a virtual platform such as Zoom or Go-to-Meeting also require verifiable documentation of attendance. For more information visit: https://www.ndgrowingfutures.org/deliver-training-using-zoom. Just as with in-person training, any attendee not on the attendance sheet (or other tracking form) cannot be given credit for attending the event.

3. If you will be providing attendees with paper certificates of completion, prepare them before the training starts. You can use the certificate available in the Event "Training Materials" or create your own.



   NOTE: If you create your own certificate, it must include the same information as the Growing Futures certificate, including:
   - Attendee's name (printed not handwritten)
   - Title of the training
   - Event ID number
   - Clock hours
   - Location
   - ND core competency area
   - Training level
   - Date
   - Name of the training sponsor
   - Trainer's name and signature

At the Event

4. Take attendance, making sure that attendees provide all required information on the Attendance Sheet. Their original signature is required.

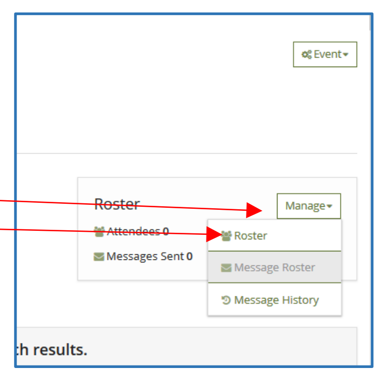
5. Remove the attendance sheet after the event begins. Attendees who arrive more than 10 minutes after the start time may not receive credit for attending. As well, attendees who leave early may not be given credit for attendance. Remember, no partial credit can be given.

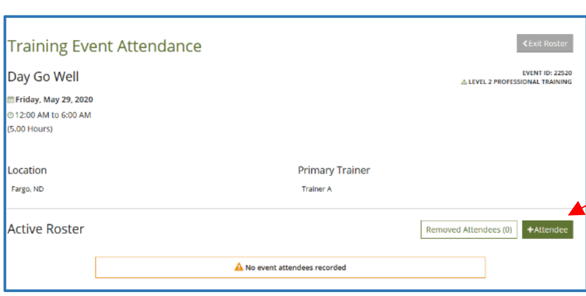
After the Event

Within seven (7) business days after the last session of your Event, you must award credit to attendees and close the Event.

6. To award credit, you will need to enter each attendee's name in the Event roster. Open your Event in Growing Futures.

   In "Roster" box at the top right, click on "Manage" and on the drop-down, choose "Roster."

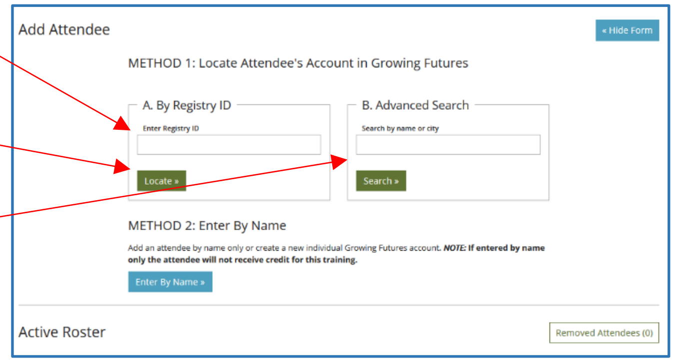


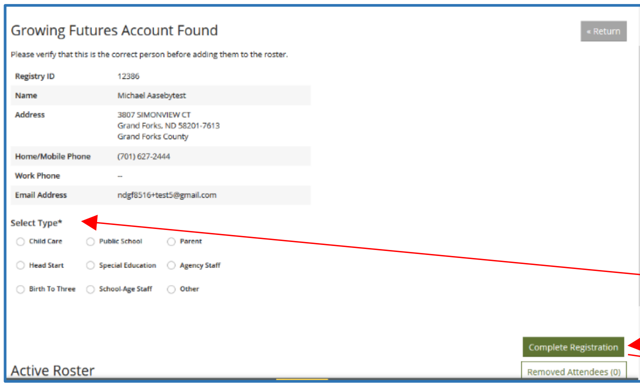


7. Click on "+Attendee."

8. Enter an attendee's Registry ID# in the box and click on green "Locate." You can also click "Enter" on your keyboard.

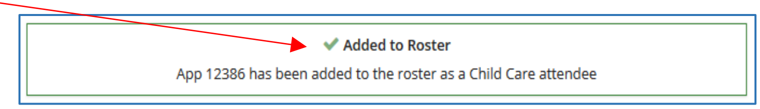
You can also search for the attendee by name.



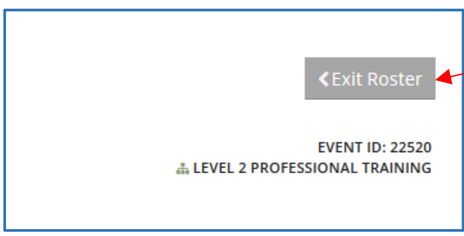


A person's information will pop up. Make sure that is the correct person by comparing the information to the information on the Attendance Sheet.

Select "Type" and then click "Complete Registration."

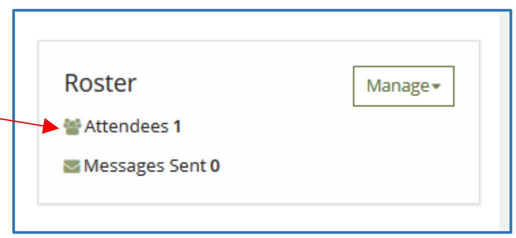


NOTE: Once you add a name to the roster you cannot remove it yourself. You will need to contact the Registry for assistance.



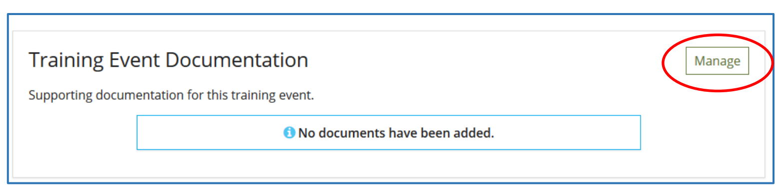
9. When all the attendees have been added to the roster, click "Exit Roster" at the top right.

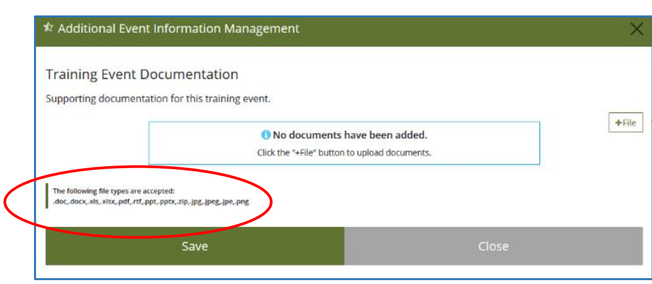
The number of attendees will be displayed.



10. Email, or upload (see below) the original attendance sheets to Growing Futures once the attendees are entered in the Roster. Attendees will be cross-checked with the roster when the Growing Futures Registry receives the forms.
    - Email to registry@ndgrowingfutures.org

11. If you choose to upload your Attendance Sheet to the Event, click "Manage" in the "Training Event Documentation" section.



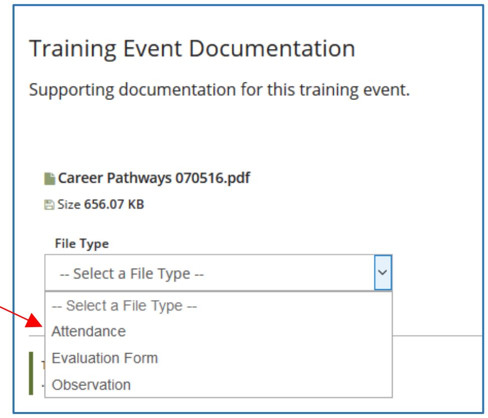


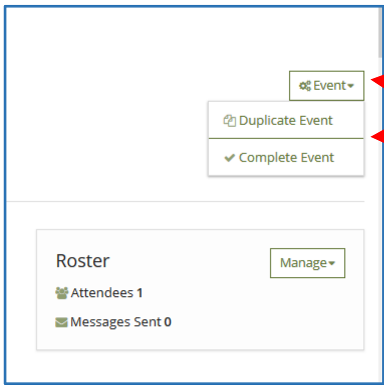
Then click "+File."

Find and choose your document in your files to upload. Make sure the document is in one of the accepted file formats.

Select "File Type" drop-down, click "Attendance."

Then "Save."





12. The final step in managing your Event is to close it.

On the "Event" drop-down at the top right, select "Complete Event."

NOTE: Once the Event is closed, you cannot add attendees to the roster.

You did it!! Your Event is completed!