SC Endeavors Registry

How to Submit a Training Course for Approval

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.**

Individual or Organization:

1. If you are an individual trainer entering a course, make sure you have clicked on your name in the top right navigation.
2. If you are a training organization entering a course, make sure you have clicked on your organization in the top right navigation.

Training Entry:

1. Use the top left menu to select **TRAINING ENTRY**.
2. You will see two tabs labeled Events and Courses. Click **COURSES**.
3. Click on **NEW COURSE**.

Course Entry:

1. Fill in the information about your course.
2. For course type, choose the option that corresponds to your trainer type.
   a. Registered Trainer- Registered course type
   b. Certified Trainer- Certified course type
   c. Content Specialist- Certified or Registered course type depending on topic areas
3. The course level will automatically populate after course type selection is made.
4. If your course does not satisfy the ABC Quality Physical Activity or Nutrition requirements, skip the **APPLIES TOWARD** section.
5. Click **SAVE AND CONTINUE**.

Course Details:

1. For course category, select the general category addressed.
2. Enter your total amount of hours for you course.
   a. A course must be at least 1 hour.
3. Enter the hours in the topic area(s) best fitted for your objectives.
   a. Each topic area must be addressed for at least 1 hour with the course training objective.
4. The topic area(s) selected will automatically be cross walked to the CDA Content Areas below the topic areas.
5. Click **SAVE AND CONTINUE**.

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6. Fill out the outline information. The information can be typed in the text boxes or uploaded in each section to meet the requirements.
7. Click **SAVE AND CONTINUE.**
8. Select the boxes for additional course details about the target audience and ages addressed**.**
9. Click **SAVE AND CONTINUE.**

Authorized Trainers:

1. Training Organizations should add authorized trainers to a course. This allows them to schedule the course themselves. Individuals may not add authorized trainers to their course.
2. To add, choose the Yes option.
3. Click **ADD TRAINER.**
4. The search may be done by a trainer's name or state registry ID. Click **SEARCH**.
5. Select the trainer from the search results.
6. You can add multiple trainers by repeating steps 3-5.
7. Click **SAVE AND CONTINUE**.

Review:

1. Review the entered information and the Terms and Conditions.
2. Check the box to agree and click **SUBMIT FOR APPROVAL**.
3. Click EXIT DETAILS. An email will be sent when the course is approved or if additional steps are required.