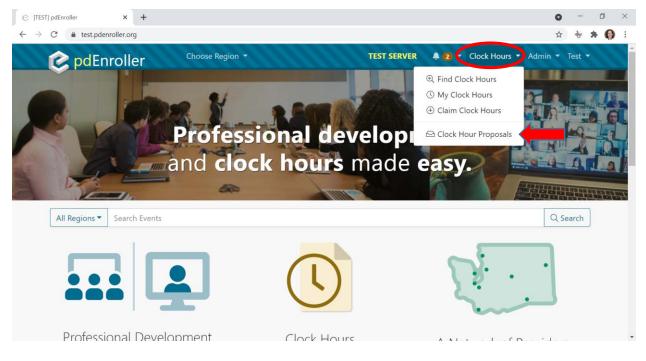
Duplicating a Clock Hour Proposal – Repeat Proposal

- Log into pdEnroller
- In the upper right corner, click on the Clock Hours tab
- Choose Clock Hour Proposals



- Go to the Drafts tab
- Click on the green New Proposal button

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• Choose Repeat Past Proposal

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- Enter the clock hour number (event ID #) of the proposal you wish to repeat (duplicate) and click Find Proposal.
- Click Copy & Continue

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	proposal process. A complete proposal must be sub same event.	mitted for each event, and for each subsequen	nt offering of the	
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• Work your way through each tab and change information accordingly. Be sure to click Save at the bottom of the screen after you update each tab.

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• On the Preview screen, make any corrections to the areas in red. Once all areas are complete, you can click the Submit for Approval button at the bottom of the screen.

 \checkmark Submit for Approval

If you need to get back to your proposal after submitting for approval, go to Admin, Clock Hours, and Clock Hour Proposals. Your event will either be in the Drafts or Pending tab. Follow the remaining steps below.

• Go to the Event tab. Click the "Complete event details and publish to the catalog here" link.

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5 5 8 1a	ESD 105 Test Event Title Submitting to: ESD 42 Clock Hour Committee Subury Credits Date / Location Agenda Presenters Online Class Requirements Contacts O Preview O Event O Properties Work through these tabs in any order, but click "Save" before moving to another tab. After entering all the proposal information, click on the Preview ab to determine if any information is missing. #1033 - ESD 105 Test Event Title If The catalog status is Draft. Complete event details and publish to the catalog here. >				
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• Work your way through the next few tabs and update accordingly. Click Next Step at the bottom of the screen to move to the next tab. If you make any changes, be sure to click Save first.

Finalize and Publish

• Much like the Preview section when submitting clock hour proposals, the finalize page has an Event Checklist that will alert you to corrections. You cannot publish your event until all of the errors are corrected.

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• If no corrections need to be made, click the Publish button (even if you chose "Hidden", you will need to click the Publish button for your event to become active on the pdEnroller site).

Your event number is listed at the top of the screen. Once your proposal has been approved, you will receive an email and your event will automatically publish to the catalog and be active for registrations.

Behavior Issues in the Classro								•	- 6	
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