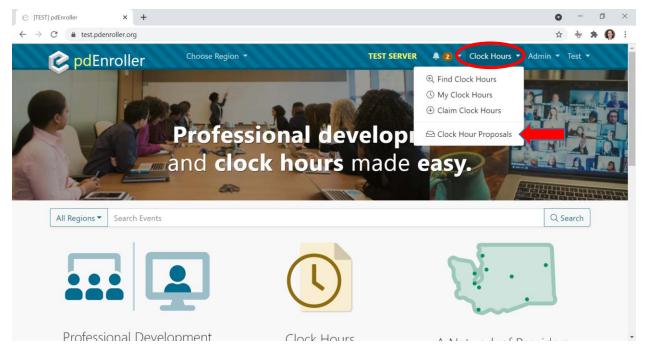
## **Duplicating a Clock Hour Proposal – Repeat Proposal**

- 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

[rear] my clock nour Proposal C	+			0	-	٥	×
sti J Wy Clock Hour Proposal S * * * * * * * * * * * * * * * * * *							
<b>pdEnroller</b> Cho	oose Region 🔻	TEST SER	/ER 🐥 🔁 👻 Clock Hou	ırs 👻 Admin 👻	Test 🔻		
Clock Hour Proposals							
My Clock He	our Proposal D	rafts					
🖉 Drafts 🗠 Pendin	g 🛛 Approved 🛛 🕾 My Com	mittee					
Select a proposal in draft	mode, or click the green "New Pro	oposal" button to start a new proposal.					
+ New Proposal	-						
- New Hoposal							
My Drafts							
My Drafts							
	Start	Title					
	Start						
Event Id		ESD 105 Test Event Title					
Event Id		ESD 105 Test Event Title					
Event Id 4		ESD 105 Test Event Title 2021-2022					
Event Id 4		ESD 105 Test Event Title 2021-2022					
Event Id + 1033 1032	Jul 19, 2021	ESD 105 Test Event Title 2021-2022 Non-Euclidean Geometry	t Proposal				

• Choose Repeat Past Proposal

+ Create New Proposal	C Repeat Past Proposal
<	Back

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

C [TEST] Repeat Clock Hour Propo × +				o – a ×
← → C	nittees/1/repeat			x 🗄 🛪 🚯 I
C C	pdEnroller Choose Region -	TEST SERVER	🌲 🔁 = Clock Hours = Admin = Test =	
Clock	Hour Proposals / Repeat Proposal			
Re	epeat Clock Hour Propos	al		
	Review Committee	ESD 42 Clock Hour Committe	ee	
	Submitted By	Test Registrar test.registrar@test.pdenroller	r.org	
	Proposal" will copy data from a pr	e past proposal you wish to copy. lenroller.org/clockHours/proposals/approved. eviously submitted proposal approved using th		
	proposal process. A complete proposal must be sub same event.	mitted for each event, and for each subsequen	nt offering of the	
	Clock Hour #		4	
	1006		Q. Find Proposal	
	(TST0002) Behavior Issues in Event ld: 1006. Approved: 7/11/2			
		< Cancel Copy & Continue		
	Events	administered by: ESD 42 ESD 50 All		
	Professional Development Enrolle	r © 2021 Educational Service District 112 P	rivacy Support	

• 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.

© [TEST] Edit Clock Hour Proposal X +		ass Requirements       Contacts
← → C  i test.pdenroller.org/clockhours/proposals/1034/edit		
Cho	ose Region * TEST SERVER 🌲 🔁 * Clock Hours * Admin * Test *	
Clock Hour Proposals / Edit Propo	liac	
Edit Clock H	lour Proposal	
Information copied from	1006.	
© Properties § Work through these tab tab to determine if any inf Review Committee	ck Hour Committee redits Date / Location Agenda Presenters Online Class Requirements Contacts OPreview OP Event s in any order, but click "Save" before moving to another tab. After entering all the proposal information, click on the Preview formation is missing. ESD 42 Clock Hour Committee Draft Behavior Issues in the Classroom	

• 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.

C [TEST] Edit Clock Hour Proposal × +		0	-	۵	×
← → C ( i test.pdenroller.org/clockhours/proposals/1033	3/event	\$	*	* (	: 6
	pdEnroller Chaose Region * TEST SERVER A 2 * Clock Hours * Admin * Test *				
Clock	k Hour Proposals / Edit Proposal / Event				
Ec	dit Clock Hour Proposal				
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 <b>Draft.</b> Complete event details and publish to the catalog here. >				
	Events administered by: ESD 42 ESD 50 All				
	Professional Development Erroller © 2021 Educational Service District 112 Privacy Support				

• 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.

E Finalize and Publish - Behavior I:	x +	<b>o</b> – a ×				
$\leftrightarrow$ $\rightarrow$ C $($ admin.test.p	enroller.org/esd42/events/1034/edit/publish	x 🖶 🖗 🖗 E				
📃 😢 ESD 42		I card a mathew   I catalogs:   catalogs:   catalogs. Requires you to distribute the   catalogs:   Catalogs Requires you to distribute the Catalogs Requires you to distribute the   catalogs:   Catalogs Requires you to distribute the				
Admin Home	Autophysical state with 1/10 data in the state of a					
Events	<ul> <li>Finalize and Publish Behavior Issues in the Classroom</li> </ul>	Codd Hours       Admin       Codd Hours				
🗟 Event #1034						
🔁 Edit Event #1034	•	Event Checklist:				
Primary Detail		✓ Title set, Description set				
Dates / Location		✓ 1 contact set: Selina Kyle				
Registration		And Concent of the set				
Clock Hours	Date to Publish					
Tags / Categories	7/20/2021	Dates and Times. Mon, July 29 2019 8:00 AM - 12:00 PM				
✓ Finalize and Publish	$\rho$ the this link to the Catalon Linkon when linking from external sites, applied to	A consist etc.  A consist etc				
Related Pages		A Registration Brice \$100.00				
Attendee Page	n caparit i con cipacini acadei ter gi constructivati acase					
Catalog Listing	Reminder Email	① Clock Hour proposal for 4 hours is Draft.				
l容 Users	7/27/2019 8:00 AM 🛱 🕒 + More Options	O No Tags				
Invoices	An automated reminder email will be sent on	Event Created 7/20/2021 2:18 PM by 53 Test Registrar				
Reports	terreterreterreterreterreterreterreter					
A Notifications						
③ Support	د گ Publish	Delete Entire Event				
	< Events List < Prev Step					
	Professional Development Enroller © 2021 Educational Service District 112	⑦ Support				

• 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	
· → C 🔒 admin.te	t.pdenroller.org/esd42/events/	/1034						Ŷ	* *	0
😑 🛛 📀 ESD 42						Search	Clock Hours 🕶	Admir		
Admin Home	Event #1034 p	published!								
Events	<									
Event #1034	₩ Post Announce	ement 🖹 Cancel Event 🗊 Cop	py to New Event 🛛 🕼 Edit Event 🖉 Upload Si	gn-in Sheets 🛛						
2 Manage	Event Status				Properties					
8 Roster 🔟	Catalog Stat	tus Publishe	ed		Created By	Test Registrar 9 (555) 123-4567				
Waitlist 🚺	Registration	n Registra	ation ended Friday, Jul 26, 2019 5:00 PM				pdenroller.org			
Cancellations	Spaces Regi		e 0 Pending		Created	7/20/2021 2:18:29 PM	-07:00			
Content	Password	None re			Security Groups	ESD42				
Attendance	Price Maximum C	\$100.00 Capacity 12	)		Catalogs	Public Catalog ESD42				
* Register Attendees	Dates		uly 29 2019 8:00 AM - 12:00 PM		Clock Hours	Status: Committee:	Draft ESD 42 Clock Hour Committee			
Event Reports	Visibility	Public /	/ All Catalogs		Credits	4.00 Clock Hours				
d Surveys										_
Transactions	<		Event Registrations							
Properties	< 1.2									
lated Pages	1									
Attendee Page	0.8									
Catalog Listing										
dit Event #1034	< 0.6									
sers	< 0.4									
voices	< 0.2									
eports	< 0									
otifications 👩	<		- Registrations							
upport										