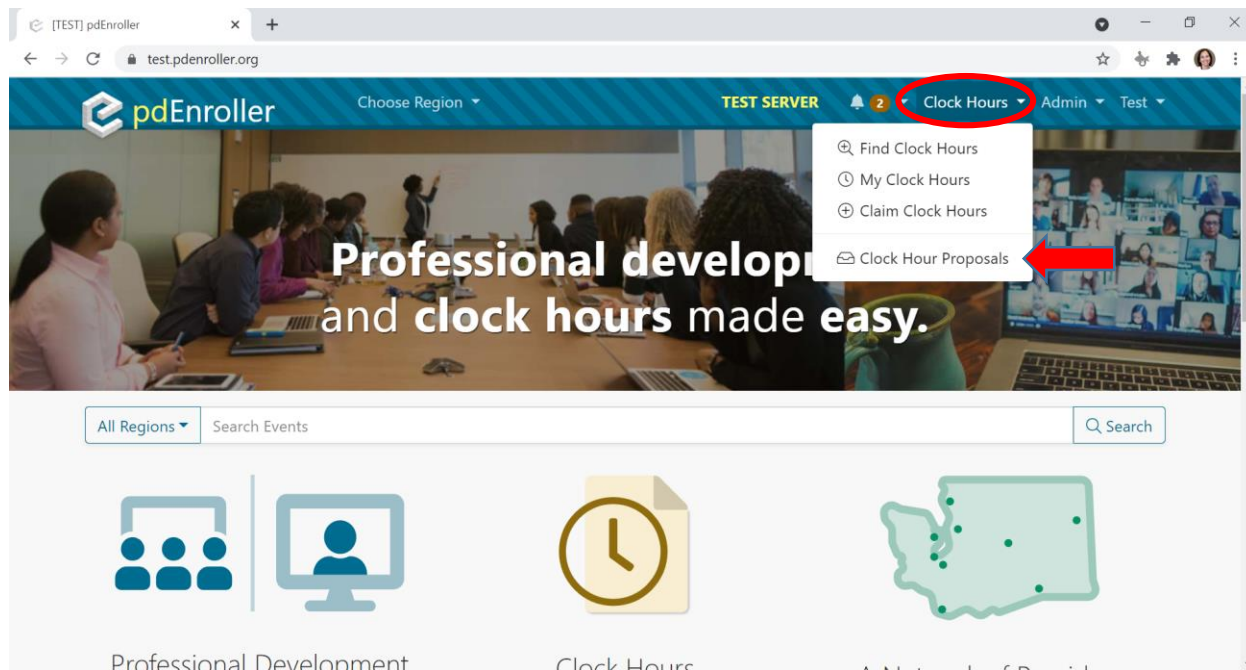
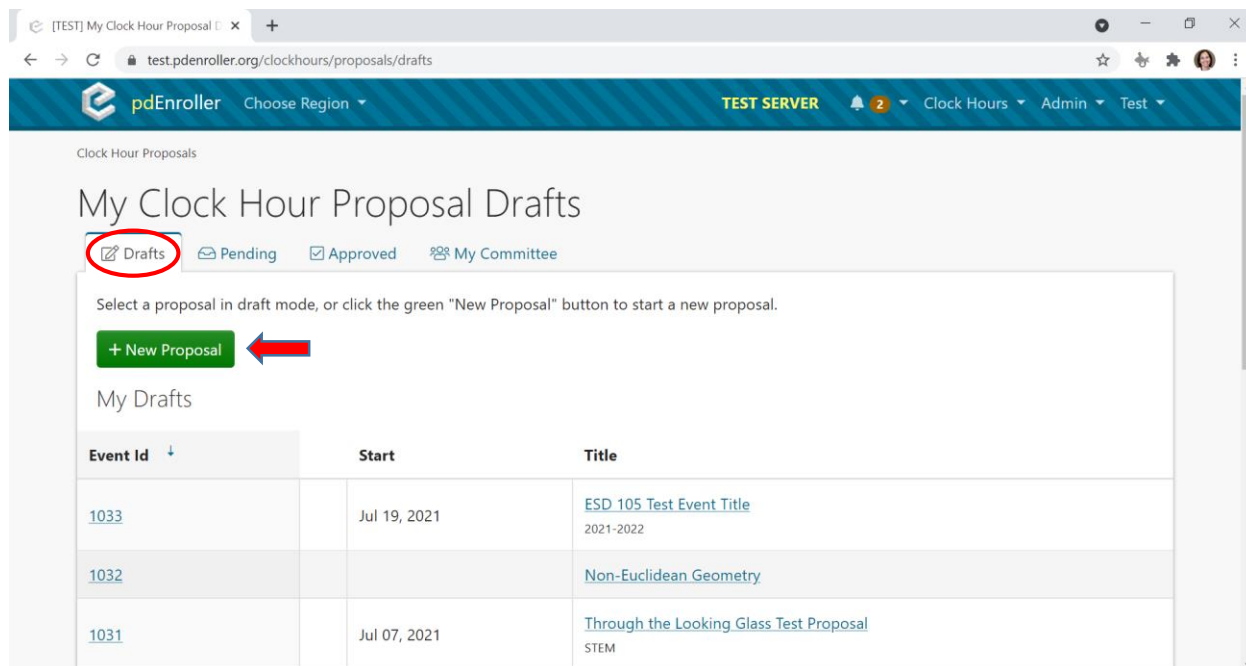


## Duplicating a Clock Hour Proposal – Repeat Proposal

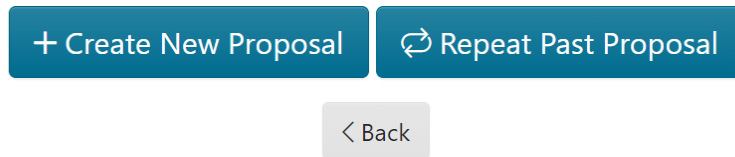
- Log into pdEnroller
- In the upper right corner, click on the Clock Hours tab
- Choose Clock Hour Proposals



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

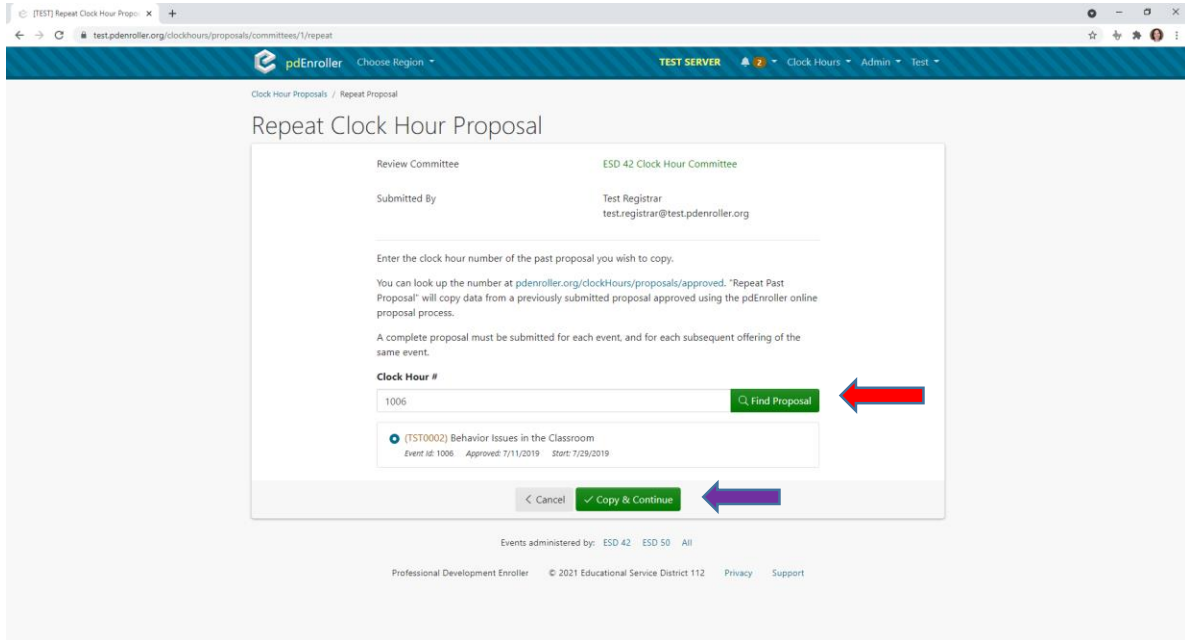


- Choose Repeat Past Proposal

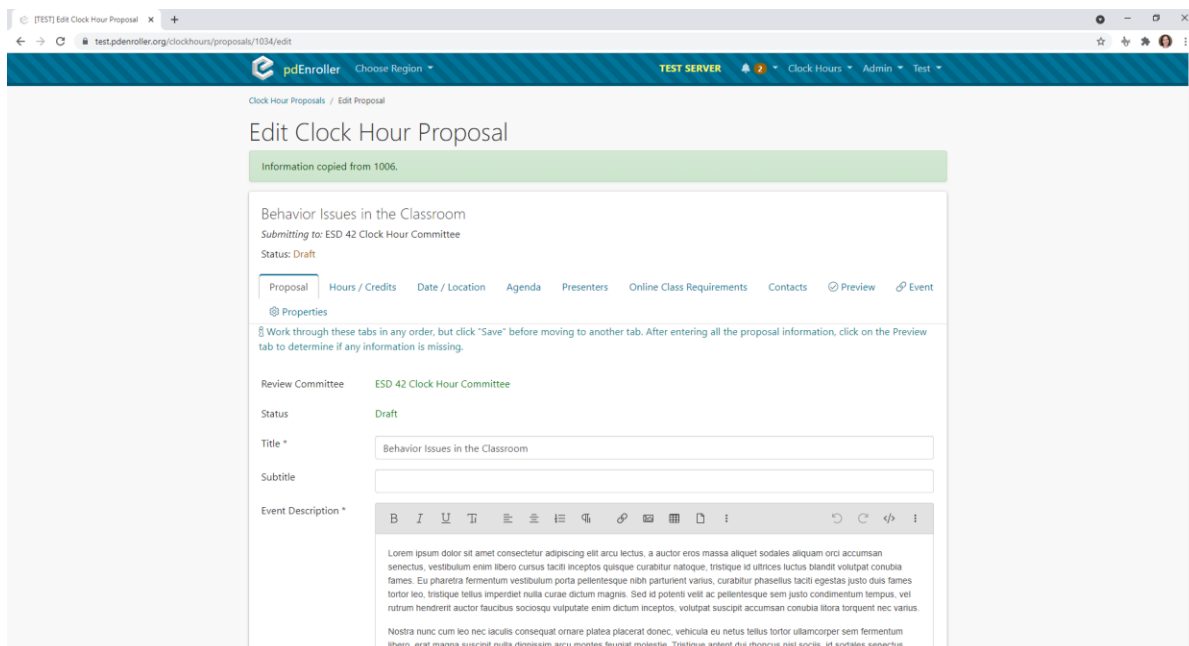


< Back

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



- 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.

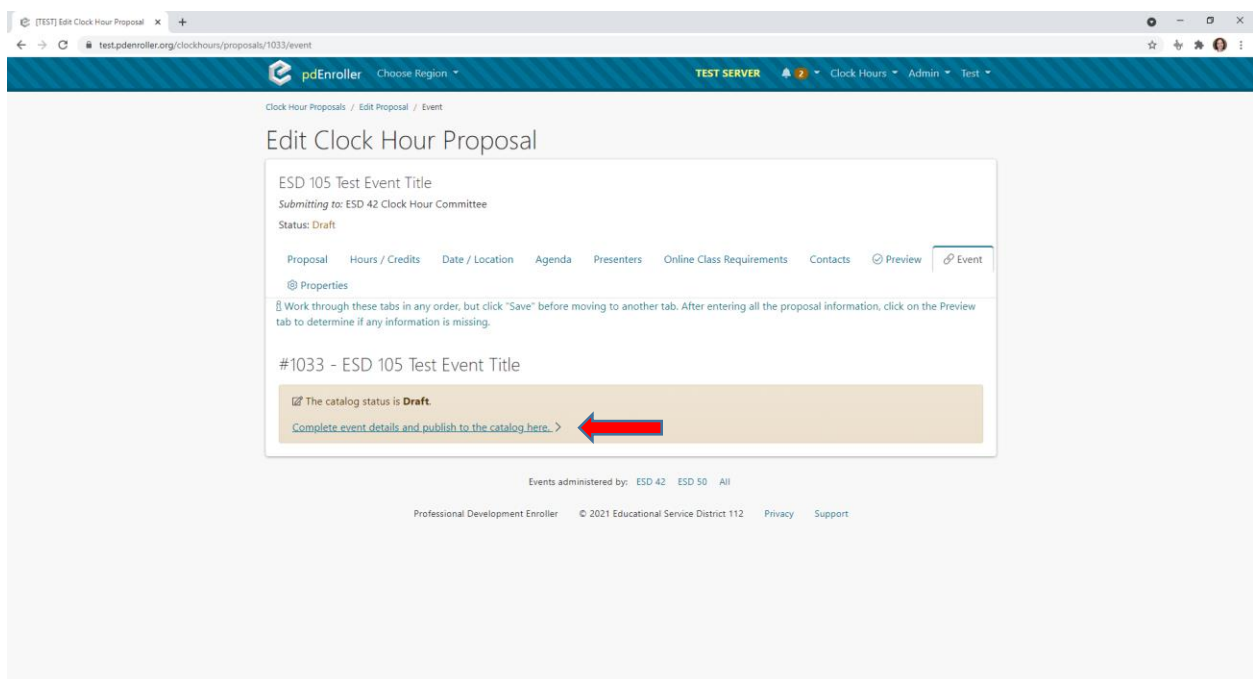


- On the Preview screen, make any corrections to the areas in red. Once all areas are complete, you can click the Submit for Approval button at the bottom of the screen.



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.



- 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.

ESD 42 / Admin / Events / #1034 / Finalize and Publish

### ✓ Finalize and Publish Behavior Issues in the Classroom

Visibility

☐ Public - Published on selected catalogs:

- ☒ ESD 42
- ☒ Public Catalog

☐ Hidden - Not displayed in any catalog. Requires you to distribute the direct link to desired audience.

Date to Publish

7/20/2021

Use this link to the Catalog Listing when linking from external sites, emails, etc.

<https://test.pdenroller.org/esd42/catalog/1034>

Reminder Email

7/27/2019 8:00 AM + More Options

An automated reminder email will be sent on this date. The reminder template will include the event dates and times. This reminder will be available under 'Announcements' later.

[Publish](#)

#### Event Checklist:

- ✓ Title set, Description set
- ✓ 1 contact set: Selina Kyle
- ✓ 1 presenter set: Diana Prince
- ✓ 1 Dates and Times. Mon, July 29 2019 8:00 AM - 12:00 PM
- ✓ Registration is enabled and will end Friday, July 26, 2019 5:00 PM
- ✓ Registration Price \$100.00
- ☐ Clock Hour proposal for 4 hours is Draft.
- ☐ No Tags

Event Created 7/20/2021 2:18 PM by E3 Test Registrar

[Remove from Registration Catalogs](#)

[Delete Entire Event](#)

[Events List](#) [Prev Step](#)

Professional Development Enroller © 2021 Educational Service District 112 [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.

