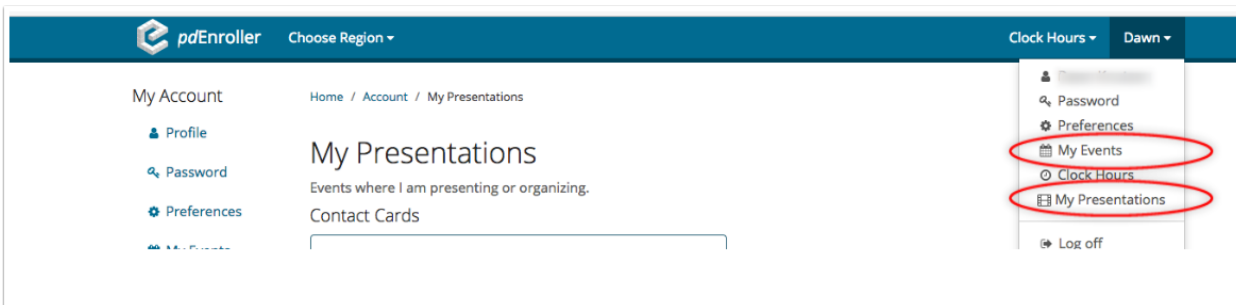




Sign-In Sheet Downloading & Uploading in pdEnroller

Puget Sound ESD

Log in to *pdEnroller.org* Pull down under your name to 'My Presentations' or 'My Events' (see graphic below).



My Presentations/Events

Choose your event from the 'Upcoming Presentations'/'Upcoming Events' list by clicking on the title. You will be taken to the 'Manage Events' screen.

Upcoming Presentations				
Event Title	Start Date ↑	Location	Attendees	Status
(OLAB0005) ProTeach Cohort II	9/14/2017	Capital Region ESD 113	5	Active

Print Sign-In Sheets

On the left-side menu, click 'Reports' then select 'Event Sign-in Sheets'. For multi-date events, it will automatically select all session dates. There. You may need to make additional copies of the sign in sheet(s) for your event.

The screenshot shows the 'Reports' section of a software interface. On the left, a sidebar menu has 'Reports' circled in red. The main content area shows a list of reports under the heading 'Reports ↑'. The 'Event Sign-in Sheets' report is circled in red. The report list includes:

- Attendee Transaction Summary By Event #1100
- Certificate of Completion #1033
- Event Roster #1058
- Event Session Roster #1071
- Event Sign-in Sheets #1026 (circled in red)
- Name Tags #1032

For multi-date events, it will automatically select all session dates. There. There are three templates of the report you can 'Export PDF': 'Sign-in Sheets With Names,' 'Blank Sign-in Sheets,' or 'Event Digital Sign-in Sheets.' Select 'Export PDF' for the template you would like to download. Once PDF has downloaded, it will appear under the 'Exports' section.

The screenshot shows the 'Event Sign-in Sheets' export interface. The 'Sessions' dropdown is circled in red and shows '2 item(s) selected'. Below it, a table of templates is circled in red:

Export Format	Template Name	Description	ID
Export PDF	Sign-in Sheets With Names	Sheets with the names of registered users.	#2011
Export PDF	Blank Sign-in Sheets	Blank sheets for extra names.	#2014
Export Excel	Event Digital Sign-in Sheets	An Excel spreadsheet with dates listed horizontally.	#2024

Below the templates, the 'Exports' section shows a table with one entry:

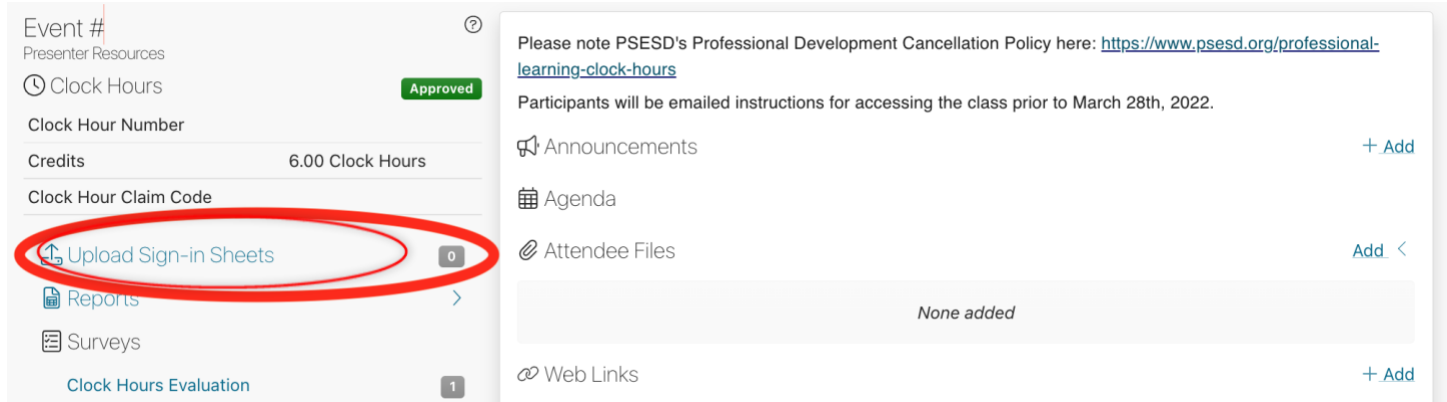
Status	Date	Name	Action
Complete	6/17/2022 8:44 AM	Event 137148 Sign-in Sheet.pdf	Download

The 'Download' button for the PDF file is circled in red. The interface also shows a 'Sessions' dropdown with '2 item(s) selected', 'Select All', and 'Clear' buttons.

Upload Completed Sign-In Sheets

Immediately following your event, scan* the completed sign in sheet(s) **in one scan** if possible. Log into your account on *pdEnroller.org* Pull down under your name to 'My Presentations' or 'My Events' to find your past event. Click on the event title. Scroll down to the sign-in sheet area. In the left-side menu, click 'Upload Sign-In Sheets.'

PLEASE NOTE: If your event had over 100 attendees, please upload a scan of the final reconciled registration listing, sorted alpha by last name, in lieu of the actual sign in sheets.



The screenshot displays the user interface for an event page. On the left, a sidebar menu contains several options: 'Event #', 'Presenter Resources', 'Clock Hours' (with a green 'Approved' badge), 'Clock Hour Number', 'Credits' (6.00 Clock Hours), 'Clock Hour Claim Code', 'Upload Sign-in Sheets' (highlighted with a red oval and a '0' badge), 'Reports', 'Surveys', and 'Clock Hours Evaluation' (with a '1' badge). The main content area on the right includes a notice about PSESD's Professional Development Cancellation Policy with a link to <https://www.psesd.org/professional-learning-clock-hours>, a message about email instructions for class access, and a list of options: 'Announcements', 'Agenda', 'Attendee Files' (with an 'Add <' button), and 'Web Links' (with a '+ Add' button). A 'None added' message is visible under the Attendee Files section.

*There are many scanning app's such as CamScanner available for smart phones.