



Steps to Follow for SCDSS Child Care Conference Registration

Center for Child Care Career Development

Before the conference, the coordinator will:

- Log onto www.sc-cccd.net. Under the blue Links section, click on **Conference Coordinator**.
- Fill out the *Conference Registration Information Form*.
- Send the *Conference Registration Information Form*, preliminary program, and agenda to The Center for Child Care Career Development (CCCCD) at least 30 days in advance of the training event. The preliminary program must contain each trainer's name, title of session, brief description of the session, and length of time for each session.
- Assign a facilitator for each session to manage the distribution of the barcode labels.
- Prepare a secure drop-box for the *Conference Attendance Forms*.

After receiving conference registration, CCCCC will:

- Create a barcode label sheet for each session. Keynote addresses will also have barcode labels.
- Assign the conference coordinator a username and password and email the coordinator with this information approximately 7-10 days prior to the conference date.

After receiving the login information, the coordinator will:

- Login to the website to print the label sheets for each session. Please refer to the *How to Print Label Instructions* for help with this procedure. The labels must be printed only with Laser printers to provide the detail and quality required for scanning. Labels must be Avery Laser 5160 Easy Peel White Mailing Labels. The actual size of each label will be 1"x2 $\frac{5}{8}$ "
- Print enough label sheets for each session so that you have enough labels for each participant attending. Also print the *Instructions for Conference Facilitators Form*. No write-in credit will be awarded. Students must have an official barcode label, and access to print labels will be available until midnight on the last day of the conference.
- Print the *Instructions for Conference Participants* and the *Conference Attendance Form*. This is the form that participants will need in order to document training credit at the conference. Make enough copies of each document to distribute to all participants at the conference.

At the conference event, the coordinator will:

- Give facilitators the barcode label sheets and *Instructions for Conference Facilitators Form*.
- Set up a secure station for the *Conference Attendance Form* drop-box.
- Collect the individual *Conference Attendance Forms* from the drop-box daily. If your conference is scheduled for several days, participants can either turn in their forms after each day of the conference, or they can continue to add barcode labels to their existing form. Keep in mind that CCCCC will not be able to credit individuals who have lost the forms.
- Mail all completed forms to: **CCCCD, PO Box 5616, Greenville, SC 29606**. The coordinator must mail all forms at one time. Individual forms mailed by the participants will not be accepted.

* Please note: Due to the logistics of the new system, sessions added or changed on the day of the conference event will not be awarded credit. CCCCC will be unable to add this course after the training event.