



Steps to Follow for SCDSS Child Care Conference Registration

SC Center for Child Care Career Development

Before the conference, the coordinator will:

- Log onto SC Center for Child Care Career Development (www.sc-cccd.net). Click on the South Carolina Child Care Training System box and then click on the **Conference Coordinators** link at the left of the page. Click on the **Does Your Training Qualify for a Conference?** link to determine if your event qualifies as a conference.
- Click on the **Forms** link and download and fill out the *Child Care Conference Registration Information Form* and the *Conference Outline Format Form*. Send them along with the conference preliminary program and agenda to CCCCD at least 30 days prior to the conference.

After receiving conference registration, CCCCD will:

- Contact the conference coordinator with any questions about the Conference registration forms.
- Create a barcode label sheet for each breakout session and keynote address.
- Assign the conference coordinator a username and password and e-mail the coordinator with this information 7-10 days prior to the conference date.

After receiving the login information, the coordinator will:

- Log onto SC Center for Child Care Career Development (www.sc-cccd.net). Click on the South Carolina Child Care Training System box and then click on the **Conference Coordinators** link at the left of the page. Click on the **Coordinator Login** link to print the label sheets for each session. Please refer to *Instructions for Printing Labels* 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" x 2 - 5/8".
- Print label sheets for each session so that you have enough labels for each participant attending. Credit will not be awarded to write-in sessions. *Students must have an official barcode label. Access to print labels will be available until midnight on the last day of the conference.
- Download and print the *Instructions for Conference Participants* and the *Conference Attendance Form* for all participants (in case the participants did not download a personalized *Conference Attendance Form*). This form will be used for the labels to document training credit at the conference and will require participants to write in their personal information. Without this information, documentation credit may be delayed until the information is given.
- Download and print the *Sign for SCDSS Conference Attendance Form Box* and prepare at least one secure drop-box with a lid for participants to deposit their attendance forms before leaving the conference. Attach the sign to the lid of the box.
- Assign a facilitator for each breakout session to distribute the barcode labels to the participants at the end of each session. Several facilitators will be needed for each keynote session.

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. 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 and turn in the form on the last day of the conference. Keep in mind that CCCCD will not be able to credit individuals who have lost the forms.
- Mail all completed forms to: **CCCD, 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:** Sessions added or changed on the day of the conference event will not be awarded credit. CCCCD will be unable to add this course after the training event.