

Checklist for OLR for Discipline Director: All CASCE events need to meet these steps as outlined below for programs starting on April 15 and thereafter.

OLR URL: [www.aheconnect.com/registration/srahec](http://www.aheconnect.com/registration/srahec)

(OLR=On Line Registration)

| Task  | Comments  |
|---|---|
| Create event in CASCE   |   |
| Enter link (URL) for online brochure in the field where it says “brochure url”  | This is the link to the pdf of your brochure, turn OLR to “ON” when the brochure is posted on the SRAHEC website  |
| Enter target Discipline(s)  |   |
| Enter keywords on Event page in the “keywords” field  | Helps participant search for topics that might be of interest for them to attend  |
| Enter Objectives on the “Event page”  | If it’s a large workshop with a lot of objectives for each session, create global objectives to put on the event page- these will show up on the OLR site. You can enter Session-specific objectives on the Session page. Click “add” to enter an individual objective in a data field. Do not enter all the objectives in a single data field. If present in CASCE, both sets of objectives (Event and Session) will display on OLR. |
| In the “Comments” field you can enter other information that you might want to show   | Such as “pre-requisites”, or other information you think the participant would need to know at the time of registration, etc.   |
| Set maximum attendance in both Event and Sessions pages   | You have two options:<br>1-Enter a maximum number. OLR will not allow registrations to exceed this number.<br>2-Leave the default zero in this field. OLR will not limit the number of registrations.   |
| You may enter fees to the Event page or you may enter fees to Session Fees/Credits on the Session page. Choose to display EITHER event fees OR session fees on OLR. For each fee you want to display on OLR, set “show for OLP” beside that fee to “yes.”   | <b>CAUTION:</b> For your event to display on OLR, you MUST set at least one fee to “show for OLP,” even if the amount is \$0.00. You MUST also set up at least one credit on the Session page, even if you identify the credit type as “No Credit Offered.” See next item.  |
| On the Session page enter the name of a credit offered and the number of credits, even if the number is zero. YOU MUST select a credit name from the list, even if you select “No Credit Offered.” By default, CASCE displays “(no credit)” in this data field, but this default is not recognized by OLR as a selection! | <b>CAUTION:</b> If you do not select a credit name, the event will not display in OLR. If you do not select “show for OLP” for at least one event fee or session fee, the event will not display in OLR. The fee you choose to display can be “\$0.00.”<br><br><b>NOTE:</b> “Reporting contact hours” has no effect on OLR. Actual CE Credit is entered on the “Session” page.  |
| <b>NOTE:</b> If an event has more than one session, the OLR site will automatically display the information for all sessions.   | <b>NOTE:</b> OLR does not support concurrent sessions. Changes in CASCE are necessary for OLR to support concurrent sessions and may be implemented in 2013.  |

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| <p>Enter URL or link for map/directions</p>   | <p>This is entered under “organization” page. If you do not enter in any link or url, it will default to mapquest. If you do enter text or URL in the directions field, it will appear in OLR under Additional Directions.</p>   |
| <p>Enter Event fee on the Event page</p>  | <p>OLR recognizes the begin_date and expiration_date for fees. If marked “show for OLP,” a fee will display in OLR on the minute of the begin_date and will no longer display at 11:59:59 of the expiration_date. If the begin_date field is left blank, the fee will display in OLR immediately when the event is displayed. If the expiration_date is left blank, the fee will display as long as the event is displayed in OLR.</p> <p>If an Earlybird fee will be replaced by a Regular fee, set the Regular fee begin_date to the day AFTER the Earlybird expiration_date. For example, at midnight on February 6, the Earlybird fee will expire; at one second after midnight, on February 7, the Regular fee will begin.</p> <p>You can enter customer-informative descriptions for the fees.</p> |
| <p>On the Event page, set “ Show for OLP” to “yes” for each Event Fee that should display on the OLR site</p> | <p>OLP= on line payment, meaning that the fee will show up on the OLR form</p>   |
| <p>On the Event page, set “OLR ready” to “yes.”</p>   | <p>People will only be able to register online if the OLR is set to “yes”</p>  |
| <p>Check OLR site to make sure it is publishing the event the way your customer needs to see it.</p>          | <p>Fix as needed.</p>  |

Revised 3/1/2013