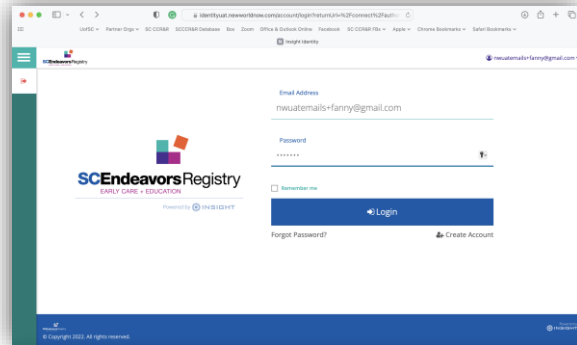![South Carolina CCR&R logo - www.sc-ccrr.org]

Setting up Organization Profile for Marketing Your Program
- NOTE THAT THIS IS A TEST ACCOUNT PROFILE AND NOT A REAL PROVIDE

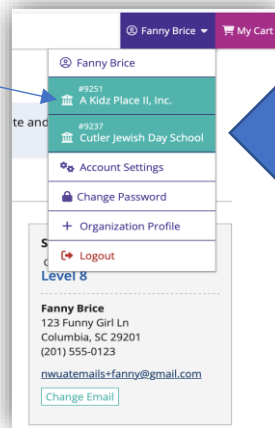|	
Sign In: 1. Go to www.scendeavors.org. 2. Click "Registry login" in the top right-hand corner. 3. Click "Login" in the top right-hand corner. 4. Enter your email and password. 5. Click LOGIN.	
Access the Organization Profile by clicking the **organization name** in the drop-down menu under your name. **Links to SC Endeavor Directions:** If you do not have an organization profile go to: https://scendeavors.org/media/nauacmwz/create-and-manage-organization-profile-for-direct-care-program-_10_2022.pdf for directions on creating a profile. If you do not have a personal profile, go to: https://scendeavors.org/media/5xdbaueh/creating-an-account.pdf for directions on creating a personal profile page. **NOTE:** To effectively market your program in the next few steps to goal is to clean up your profile and add information that reflects your programs quality indicators that you want to share with SC DSS Child Care Licensing, ABC Quality, State Quality Initiative, or Connect to SC CCR&R profile for parent referrals to your program.	Click Drop down under name top of screen in a purple tab.
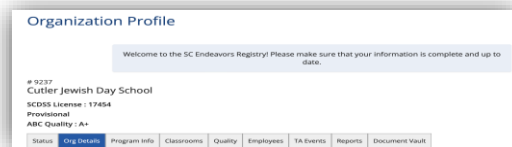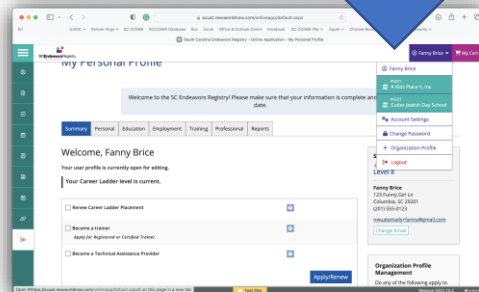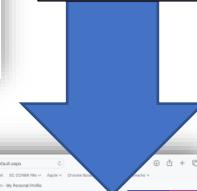
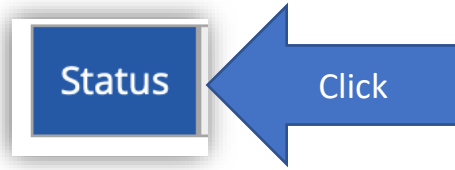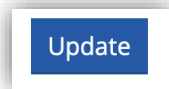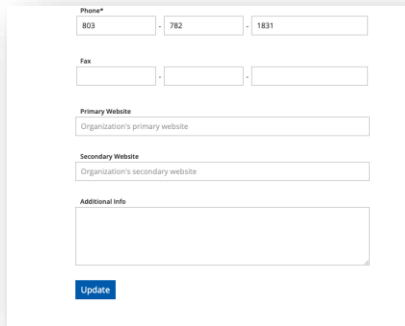|	
The **first tab** in your organization profile is the "Status" tab. You can add or edit the information by clicking **Add New** Review the information and make needed corrections. Read or review agreement and click "I have read and agree to terms" then click "Submit Agreement." **NOTE:** This is also the page where note from SC Endeavors is placed.	**Status** ← Click ☑ I have read and agree to these terms **Submit Agreement**
The **second tab** in your organization profile is the "Org Details" tab. In each area you can edit as needed but the key in this tab is to manage organization users. You can only add employees to view organization profile in their profile. This is those that need to manage the profile or employees. (Owner, Regionals, Directors, Administration Staff, Assistant Directors, HR…) These persons must be in the employee list on the employees tab. When you click the tab, you add the Employee by clicking the [+] and they will be added to the list. When done click **Return** Review and edit as needed: - Communication Preferences - Address - Phone - Fax - Website - Additional program information The Click "Update"	**Org Details** **Manage organization profile users** Phone* [803] - [782] - [1831] Fax [ ] - [ ] - [ ] Primary Website [Organization's primary website] Secondary Website [Organization's secondary website] Additional Info [ ] Update **Update**
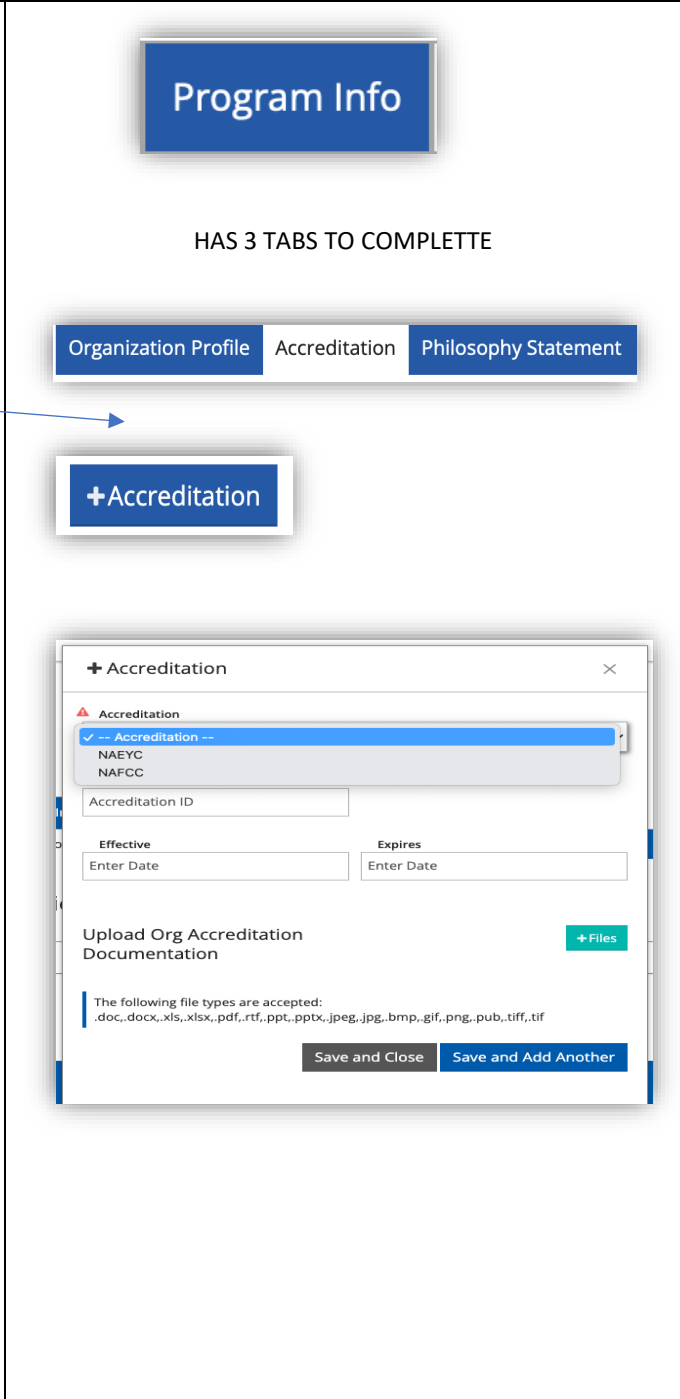
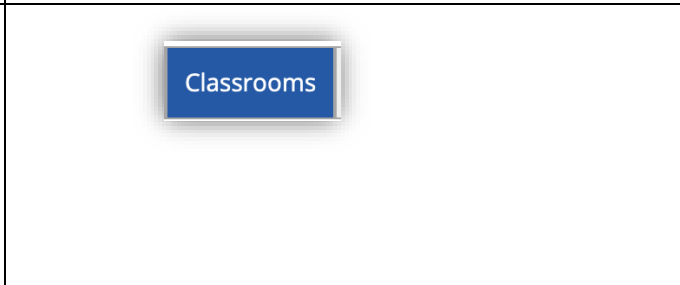|	
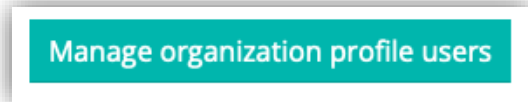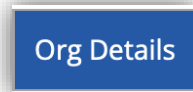
The **third tab** is "Program Info"
 There are 3 tabs under the main tab here.
 	
 1. "Organization Profile" Tab
     a. Food Serviced (Click edit to select number of snacks you serve and number of meals you serve. This information will go into your SC CCR&R profile to be shared with parents.
     b. Update whenever you have a change in meal service.
 2. "Program Accreditations" Tab
     a. Click Accreditations tab to add your programs to add your programs endorsements. (NAEYC or NAFCC)
     b. Pick Accreditation from dropdown menu.
     c. Enter Accreditation Number
     d. Enter Dates
     e. Click "+ Files" to upload a scanned copy or PDF of your accreditation documents.
     f. Then click "Save and Close "or "Save and Add Another"
 3. "Philosophy Statement" tab
     a. Click the "Edit" white tab
     b. In the box you can type or copy and paste your statement.
     c. Note: that the purpose of a mission or philosophy statement is to provide information to prospective families and program staff regarding the program's core purpose, beliefs, values and/or focus. This will connect to your SC CCR&R profile for parents interested in your program to view.
     d. Click "Update" to save to your profile.
	Program Info
	
	 HAS 3 TABS TO COMPLETTE
	
	 Organization Profile Accreditation Philosophy Statement
	
	 +Accreditation
	
	 + Accreditation ×
	 ⚠ Accreditation
	 ✓ -- Accreditation --
	 NAEYC
	 NAFCC
	 Accreditation ID
	 Effective **Expires**
	 Enter Date Enter Date
	 Upload Org Accreditation Documentation +Files
	 The following file types are accepted:
	 .doc,.docx,.xls,.xlsx,.pdf,.rtf,.ppt,.pptx,.jpeg,.jpg,.bmp,.gif,.png,.pub,.tiff,.tif
	 Save and Close Save and Add Another

The **fourth tab** is the "Classroom" Tab Click [Edit] to update "Program Enrollment information. This tab provides you program demographics. Note:	**Classrooms**

- You can only add the number of classrooms you have in this section.
- This reflects enrollment and staff needs.

In your SC CCR&R profile:
- This lets parents know types of enrollments you accept
- It tells parents if you are full year, part year or a school year program.
- This tells parents when you are closed. (Holiday, vacations, staff PD days …)
- It tells parents transportation your program offers.
- You can add in the "Additional Details" things that are your niche.

The next section is to add a "Director of Record"
1. Click the "Edit" white button
2. Click "Add Director"
3. Select director from staff list by clicking select by the employee's name.
4. Add start date as director of record. This needs to match start date in the Employee Tab.
5. Then click "Update" blue tab
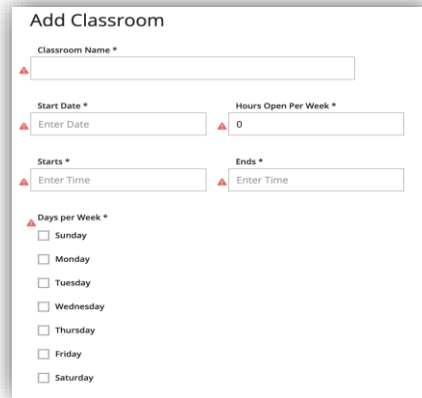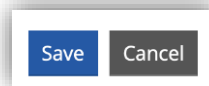6. And then click "Return"

The next section in the "Classroom" tab is the section where you will add your classrooms. This information will be part of marketing your program in your SC CCR&R profile. Detailed instructions for this section are at:
https://scendeavors.org/media/syfilzio/how-to-create-classrooms_10_2022.pdf

Please download those instructions for your records.

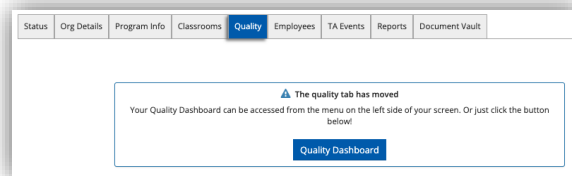Note:
- Edit as staff change
- Edit if room times change
- Edit if days of week change
- Edit if age of children in room changes
- Add all rooms

Classrooms Add Classroom

Add Classroom

Classroom Name *

Start Date *   Hours Open Per Week *
Enter Date   0

Starts *   Ends *
Enter Time   Enter Time

Days per Week *
☐ Sunday
☐ Monday
☐ Tuesday
☐ Wednesday
☐ Thursday
☐ Friday
☐ Saturday

Save   Cancel

The **fifth tab** is the "Quality" tab this your access to "Pathways to Quality" go to this link in SC Endeavors for detail instructions on this tab.

https://scendeavors.org/media/rmtntgaf/how-to-apply-for-pathways-to-quality.pdf

Status | Org Details | Program Info | Classrooms | Quality | Employees | TA Events | Reports | Document Vault

⚠ The quality tab has moved
Your Quality Dashboard can be accessed from the menu on the left side of your screen. Or just click the button below!

Quality Dashboard

The sixth tab is "Employees" tab.

This tab connects your employees to your program and makes it possible for you to access reports and training records.
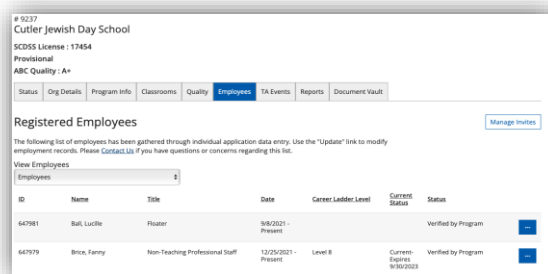
Detailed directions are found at this link in SC Endeavors:
https://scendeavors.org/media/nauacmwz/create-and-manage-organization-profile-for-direct-care-program-_10_2022.pdf

Employment record instructions are found at
https://scendeavors.org/media/nauacmwz/create-and-manage-organization-profile-for-direct-care-program-_10_2022.pdf

The last 3 tabs
1. TA Events- this tab tells is a record of supports receive by your program from a

9237
Cutler Jewish Day School
SCDSS License : 17454
Provisional
ABC Quality : A+

Status | Org Details | Program Info | Classrooms | Quality | Employees | TA Events | Reports | Document Vault

Registered Employees   Manage Invites

The following list of employees has been gathered through individual application data entry. Use the "Update" link to modify employment records. Please Contact Us if you have questions or concerns regarding this list.

View Employees
Employees

ID | Name | Title | Date | Career Ladder Level | Current Status | Status
647981 | Ball, Lucille | Floater | 9/9/2021 - Present | | | Verified by Program
647979 | Brice, Fanny | Non-Teaching Professional Staff | 12/25/2021 - Present | Level 8 | Current- Expires 9/30/2023 | Verified by Program

State Initiative to support program "Pathways to Quality". 2. Reports- this tab is where you can access Staff Reports, Registration Payments, Training Participation. 3. Document Vault- You upload programs documents. (Handbooks…)	
Now let's complete your marketing connection to SC CCR&R: On the left under the 3 line in green you will find a tab "Go to SC CCR&R" Then you will be asked if you are sure you want to leave SC Endeavors? You will click the blue "Yes" and leave this page. You are about to leave SC Endeavors. Any changes that have not been saved will be lost. **Are you sure you want to leave SC Endeavors?** No Yes	Click →
Now you are in your SC CCR&R Profile. As you click the left side bar tabs to add information you are adding information parents will see on https://search.sc-ccrr.org/. You can go to the above link and see what parents see now and then go back when you finish and see the results of marketing your business with our free state resource for you and parents. **Tab One** Disabled fields with a ⬚ have data imported from an outside source such as	
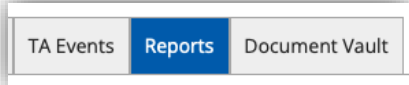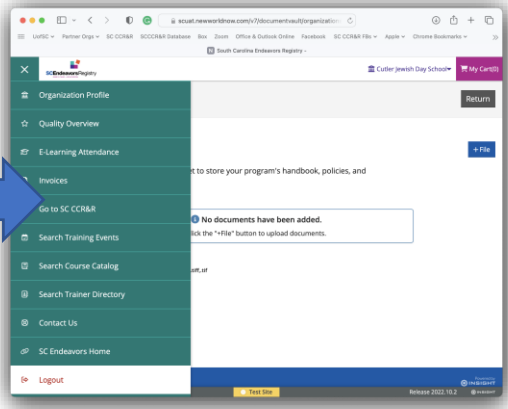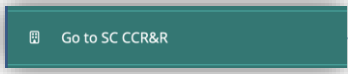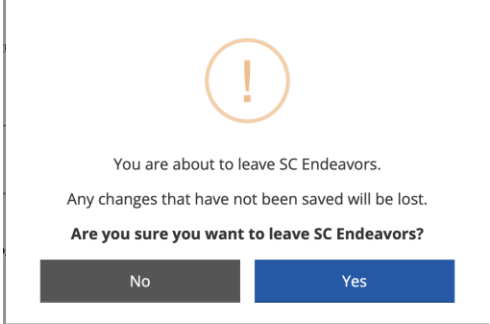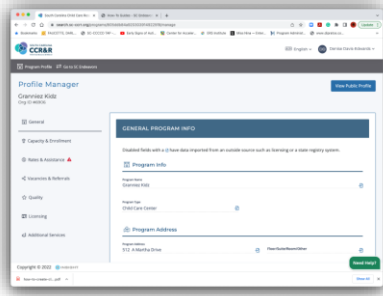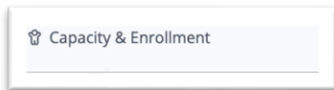
licensing or a state registry system (SC Endeavors which is the tab we completed before going to your SC CCR&R profile).

1. Enter from the drop down "Program Location" Pick your program type"
2. If you see information that is not correct you can hold curser over the ⎗ to see where information can be corrected at.
3. Add Social Media Link/s
4. Click blue "Save Profile" to save tab information.

Program Location

Single Tenant Building ▾
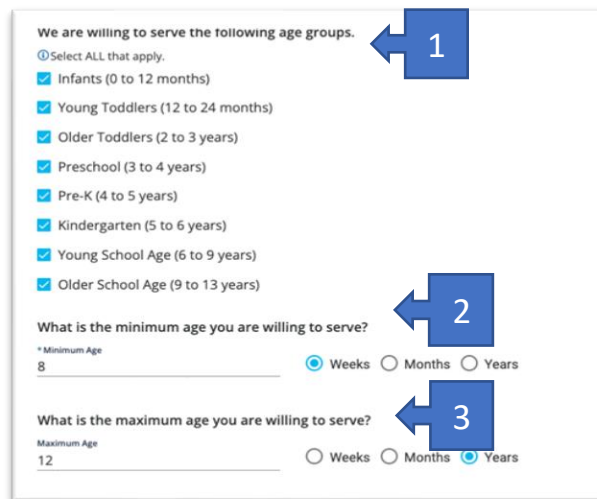
Tab Two

🐿 Capacity & Enrollment

⎗ You will see carried in information from licensing or SC Endeavors.

1. Select Groups you serve
2. Enter Minimum age
3. Enter Maximum age
4. Enter "Our program offers the following additional care schedules." By clicking selection boxes.
5. Enter "Please use the section below to enter the days and hours of care your program is available to parents." By entering hours and days of the week your program is open.
6. If you have additional hours click additional hours button.
7. Click blue "Save Profile"

We are willing to serve the following age groups.
ⓘ Select ALL that apply.
☑ Infants (0 to 12 months)
☑ Young Toddlers (12 to 24 months)
☑ Older Toddlers (2 to 3 years)
☑ Preschool (3 to 4 years)
☑ Pre-K (4 to 5 years)
☑ Kindergarten (5 to 6 years)
☑ Young School Age (6 to 9 years)
☑ Older School Age (9 to 13 years)

1

What is the minimum age you are willing to serve?
* Minimum Age
8   ⦿ Weeks ○ Months ○ Years

2

What is the maximum age you are willing to serve?
Maximum Age
12   ○ Weeks ○ Months ⦿ Years

3

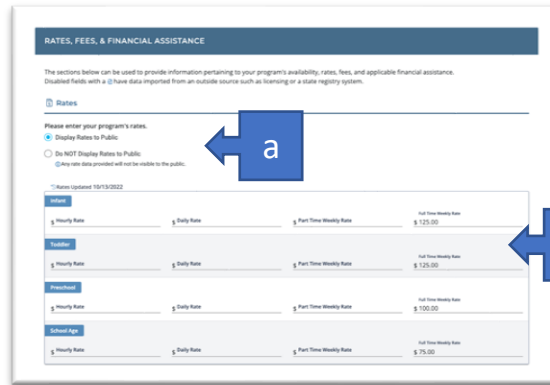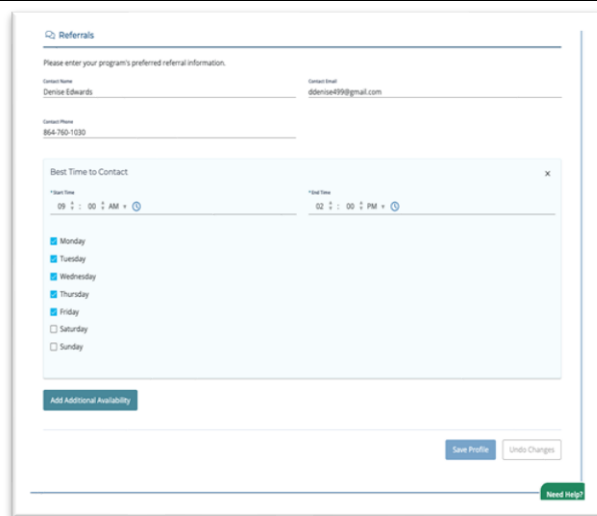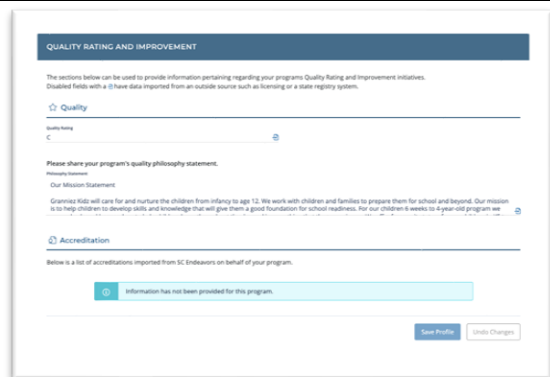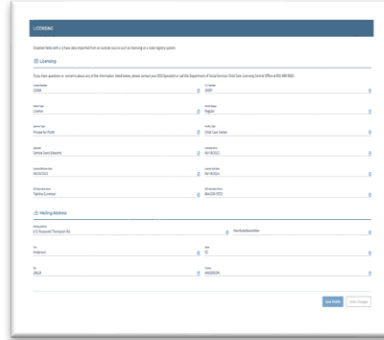|	

Tab Three
 	
⑤ Rates & Assistance
 	
1. Rates
   a. Select if you want rates public or not for public view.
   b. Enter rates in the chart.
2. Fees
   a. Please enter your program's registration fee.
   b. Click to enter "Registration Fee Details"
3. Select programs you participate in that SC CCR&R can share with parents.
4. Click blue "Save Profile" button.
	RATES, FEES, & FINANCIAL ASSISTANCE
	
	The sections below can be used to provide information pertaining to your program's availability, rates, fees, and applicable financial assistance. Disabled fields with a ⓘ have data imported from an outside source such as licensing or a state registry system.
	
	📄 Rates
	
	Please enter your program's rates.
	● Display Rates to Public
	○ Do NOT Display Rates to Public
	  ⓘ Any rate data provided will not be visible to the public.
	
	⟲ Rates Updated 10/13/2022
	
	Infant
	$ Hourly Rate $ Daily Rate $ Part Time Weekly Rate Full Time Weekly Rate $ 125.00
	Toddler
	$ Hourly Rate $ Daily Rate $ Part Time Weekly Rate Full Time Weekly Rate $ 125.00
	Preschool
	$ Hourly Rate $ Daily Rate $ Part Time Weekly Rate Full Time Weekly Rate $ 100.00
	School Age
	$ Hourly Rate $ Daily Rate $ Part Time Weekly Rate Full Time Weekly Rate $ 75.00

Tab Four ⚙ Vacancies & Referrals 1. Select "Please indicate whether or not your program has vacancies and who should see that information." 2. For each age group, enter a specific # of vacancies. 3. Click to enter Additional Vacancy information 4. To help us with referral of parents to your program tell us about the best time for us or parents to call and how to reach you.	💬 Referrals Please enter your program's preferred referral information. Contact Name Denise Edwards Contact Email ddenise499@gmail.com Contact Phone 864-760-1030 Best Time to Contact ✕ *Start Time 09 : 00 AM ▾ ⓘ *End Time 02 : 00 PM ▾ ⓘ ☑ Monday ☑ Tuesday ☑ Wednesday ☑ Thursday ☑ Friday ☐ Saturday ☐ Sunday Add Additional Availability Save Profile Undo Changes Need Help?
Tab Five ☆ Quality 1. You will see carried in information from ABC Quality or SC Endeavors. 2. If items need edited contact agency.	**QUALITY RATING AND IMPROVEMENT** The sections below can be used to provide information pertaining regarding your programs Quality Rating and Improvement initiatives. Disabled fields with a ⓘ have data imported from an outside source such as licensing or a state registry system. ☆ Quality Quality Rating C ⓘ Please share your program's quality philosophy statement. Primary Statement Our Mission Statement Grannies Kidz will care for and nurture the children from infancy to age 12. We work with children and families to prepare them for school and beyond. Our mission is to help children to develop skills and knowledge that will give them a good foundation for school readiness. For our children 6 weeks to 4-year-old program we ⓘ ⚙ Accreditation Below is a list of accreditations imported from SC Endeavors on behalf of your program. ⓘ Information has not been provided for this program. Save Profile Undo Changes
Tab Six 🆔 Licensing	

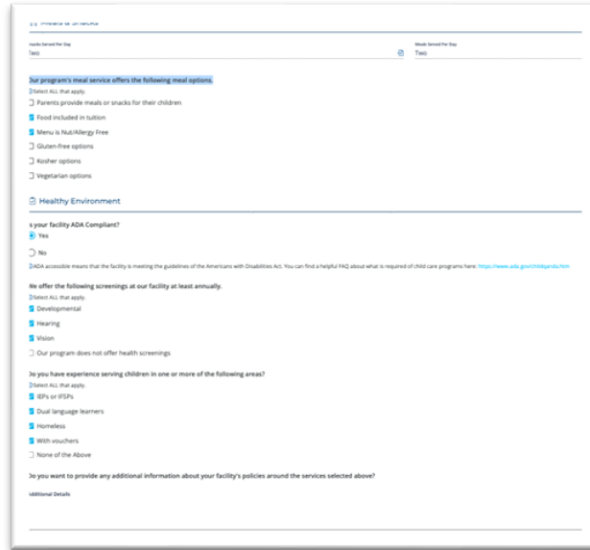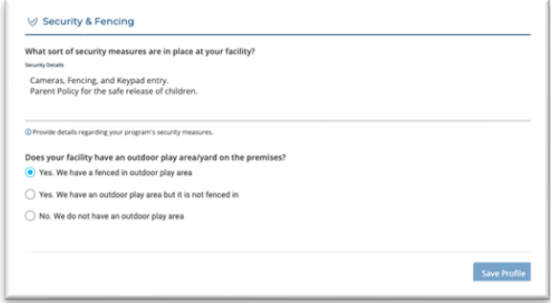|	
This information is imported for SC Child Care Licensing If you see information needing updates, contact your monitor.	

Tab Seven
 	
⇄ Additional Services
 	
This tab will share your programs niche.
1. Available Transportation
    a. What you offer from SC Endeavors
    b. Details from Sc Endeavors
2. Meals and Snacks
    a. Meals served imported from SC Endeavors
    b. Select "Our program's meal service offers the following meal options."
3. Healthy Environment
    a. Answer "Is your facility ADA Compliant?"
    b. Select screenings you offer yearly
    c. Answer "Do you have experience serving children in one or more of the following areas?"
    d. Click to answer "Do you have experience serving children in one or more of the following areas?"
    e. Answer "Does your facility have pets?"
    f. Answer "Is your program breastfeeding friendly?"
    g. Answer "Is your facility smoke free?"
4. Languages
    a. Select Languages your program serves.
5. Security and Fencing	

a. Answer "What sort of security measures are in place at your facility?" b. Select "Does your facility have an outdoor play area/yard on the premises?"	
Go back to SC Endeavors by click "Go to SC Endeavors" top left. Confirm you want to leave. Correct anything you saw in SC Endeavors that you saw needed editing. Now your profile is complete, and you can update your information anytime you like. Now look up your profile and compare to others if you like.	