The Avera CE Portal can house registration sites for internal and external events.

To start the process, complete the Registration Site Set-up Form.

Complete form and email to [averacontinuingeducation@avera.org](mailto:averacontinuingeducation@avera.org).

Receive a confirmation email that the form was received and a meeting will be set up between a representative from Avera Talent Development CE Team, the person submitting the form and the person who will be managing the registration site.

The CE Team will set up the registration site. \*\*(a link is sent, you must fully register and confirm accuracy of site before it is able to be used)

Training will be scheduled for the person who will manage the registration site, pull reports and send communication.

Site Created – Link sent to planner

CE Team creates the registration site and will send a link for review. The planner will need to:

1. Look through the registration site – check all tabs

2. Register for the activity

a. Review email confirmation

3. Share link with anyone else that needs to review / approve the site

Site approved

Planner will email approval of site to [averacontinuingeducation@avera.org](mailto:averacontinuingeducation@avera.org) with approval.

Planner will be trained on pulling reports and managing the registration site.

If site will be live for more than one year, CE Team will need planner to review site and complete renewal for

Disclosure

Turnaround time is 10 business days from time we receive completed request form. The registration site will be built and maintained using the criteria set forth by the CE Team. If the registration site does not follow the criteria, it will be pulled down.