CEU Events Instructor Essentials 101

Sign In

Accessing the CEU Events Instructor's account can only be obtained by an invitation from a CEU Events Provider.

- ○ [How to sign in to your CEU Events account?](#)
- ○ [Forgot the password](#)

Course Providers

As an Instructor, you may be representing one or multiple companies that use CEU Events.

- ○ [View list of your CEU Providers](#)

In the case you represent multiple companies with a CEU Events account, simply Sign In to your existing CEU Events Instructor's account and Activate the new provider. You do not need to create a new account.

- ○ [Activate a new CEU Provider](#)

View Available Courses

You can access courses available to you including title, provider name, course type, accreditation(s), and links to download any available assets (presentation files and etc.)

- ○ [View all courses (CEUs/PKs) available to you](#)

Instructor Profile Page

A great way to enhance your email signature and promote yourself as an Approved CEU Instructor. Make sure to include a short bio about yourself.

- ○ [Enable your Instructor Profile page](#)

Managing your Contacts

Do you host many public CEU Events? Do you invite many contacts for each of these events? Well, you may want to utilize the Contact Lists feature.

- ○ [Create your Contact List](#)
- ○ [Renaming an existing Contact List](#)
- ○ [How to view/add/delete your contacts within your Contact List](#)

- ○ [Deleting an entire Contact List](#)

Events

Scheduling a new CEU Event

Most associations require for the event to be registered prior to the event date. This is why you **must** schedule your events **before** the event date.

- ○ [Scheduling a new CEU Event](#)

If you need to make changes to your scheduled event or edit any details

- ○ [Editing CEU Events](#)

Or if you need to cancel or delete a CEU Event

- ○ [Deleting CEU Events](#)

Sending Invitations

There are two types of the CEU Events that you will be hosting. One we refer to as **private**, and the other as **public**.

Private events are typically held at a design or architectural firm and the Instructor is handling the event details directly with the librarian or the office manager at the firm. In this case, all you need to do is send them the event URL via your primary email method. Ask them politely to forward the link to all potential attendees in order to register for your event and to be able to download their certificates of completion at the end of the event.

- ○ [Sending Event URL](#)

Public events can be held at a showroom, retail location, design center or even during conferences. The main difference between a Private and Public event is that as an Instructor you want to be able to promote your event to as many attendees as possible within the area.

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If you are arranging an event with multiple people (e.g. Showroom Mgr, Association chapter), please notify and share the event URL with that person. Occasionally, the other party decides to create their own invitation (and it's okay!), just ask them to make sure the "Registration" link on **their** invitation is **your event URL link**. You want the best experience for your attendees and you don't want to duplicate the process for them. As an Instructor, you are responsible for recording attendance at the end of your event. You can also utilize the event URL to promote the event on your social media networks.

- ○ [Sending Event URL](#)

In addition, if you create a Contact List(s) you can send out mass emails directly from the CEU Events platform.

- ○ [Sending email invitations to your Contact List](#)
  - ■ [Sending reminders prior to the event](#)

Recording Attendance

As an Instructor, you are required to **record accurate attendance at the end** of each CEU Event. We have multiple ways for you to accomplish this critical and mandatory step.

The key to an efficient attendance recording is to get your invitees to Register before the event. This way the Attendee List will be populated and ready for you to click on "Credit" to indicate attendees who were present at the event.

- ○ [Marking the Attendees as present](#)

Instantly, the attendees marked present will be able to sign in to www.ceuevents.com and retrieve their Certificate of Completion.

In the case where attendees have not registered to the event, use the **Class Code** method after the presentation and before you leave the event.

- ○ [Using Class Code for Attendance Recording](#)

As a last resort (this method adds more work for you)

- ○ [Adding attendees that did not Register prior or during the event](#)

CEU Events - www.ceuevents.com

Certificate of Completion

Registered Attendees who are marked as present on your Attendee Lists will be able to sign in to www.ceuevents.com and instantly retrieve their Certificate of Completion.