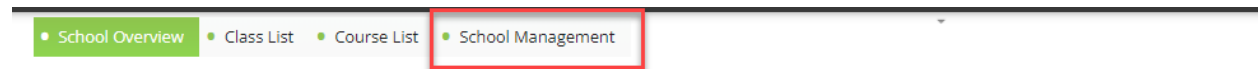


# Adding Venues to a School Account

To add venues to your School, click on the School Management link from your School Overview page:



School Overview • Class List • Course List • **School Management**

## School Overview

Schools that your user account have been granted administrative privilege are listed below:  
Select a School and corresponding School Activity below to get started.

SCHOOL	STATUS	OPTIONS
<b>CE Marketplace Example School</b> 123 CE Street Lansing, MI	Active	<a href="#">Submit a New Course</a> <a href="#">Resubmit a Course</a> <a href="#">Course List</a> <a href="#">Host A Class</a> <a href="#">Class List</a> <a href="#">Record Class Attendance</a> <a href="#">Pending School Fees</a>

**Note:** To report attendance for your scheduled class sessions, please use the following spreadsheet for all class types:

[Download Attendance Verification Spreadsheet \(.xls\)](#)

The School providing the education session is responsible for verifying the licensee information on the spreadsheet is correct and that attendance information is uploaded to the correct Class Session ID. Information included on the Attendance Verification Spreadsheet is used to award credits to licensee profiles.

A charge of \$1.00 will be added to the outstanding balance due in your School Management page for each licensee uploaded for attendance verification.

Attendees are to be uploaded no later than 10 business days from the completion date of the course. It is the responsibility of the School to verify only licensed Michigan real estate licensees are included to avoid charges for non-licensed attendees.

One you are on the School Management page, you will first click on the School in which you will be adding venues:

Schools that your user account have been granted administrative privilege are listed below:

Click on a school name to view or manage details about that school

SCHOOL	STATUS
<a href="#">CE Test School</a> 1234 Drive Escanaba, MI	Active

Once you are at the School Management page, click on the 'Edit Venues' button:



Next you will add venues to your School Venue list by clicking the 'Add Venues' button:

## School Venues

Manage school venues for **CE Marketplace Example School** below

There are currently no venues matching your search criteria.

Add Venue

[School Details](#)

On the next page, you will be able to add your venue information. Once this is completed please select the acknowledgement agreement check box and then click "Save."

## School Venues

Manage school venues for **CE Marketplace Example School** below

Venue Name *	<input type="text"/>
Street Address *	<input type="text"/>
Street Address 2	<input type="text"/>
City *	<input type="text"/>
State/Province *	<input type="text" value="Michigan"/>
Postal Code *	<input type="text"/>
Country *	<input type="text" value="United States"/>
Website Address	<input type="text"/>
Primary Contact Name	<input type="text"/>
Contact Person Email	<input type="text"/>
Contact Office Phone	<input type="text"/>
Venue Status	<input type="text" value="Active"/>

\*  Our School agrees to the terms of CE Marketplace

Save

Cancel