

# **Scheduling a Class Session**

A sponsor is a person or organization who wants to host a CE Marketplace certified course and agrees to submit a verification of attendee list upon course completion.

To login to CE Marketplace, click the "Login" button in the upper right-hand corner of the homepage, using your existing CE Marketplace username and password combination to log in.\*

\*If you have not registered a School, get started by clicking on the "Learn More" link under "School" on the CE Marketplace homepage.





Once you have logged in, you will be brought to the "School Overview" page where you can submit courses, schedule classes, or record class attendance. To schedule a class that has been CE Marketplace certified, click on the "Host a Class" link under "Options."

## **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

Submit a New Course
Resubmit a Course
CE Marketplace School
1234 Silverdome Drive
Gladstone, MI

Active
Gladstone, MI

Class List
Record Class Attendance
Pending School Fees

Search for the course you would like to sponsor. If you know the course code, please enter it and click "Search for Courses" at the bottom of the page. For and advanced search, you have the ability to specify criteria in any of the areas below to find a list of available courses.

Please make sure you have the following information accessible:

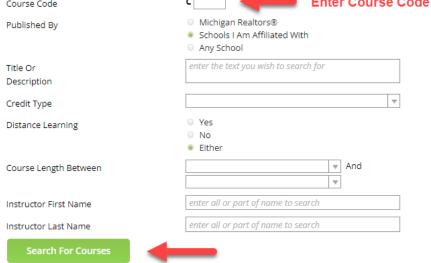
- Instructors name or topic to search
- Location for hosting a class
- Date and time for hosting a class
- Contact information for the sponsor of the class

### School: Michigan Realtors®

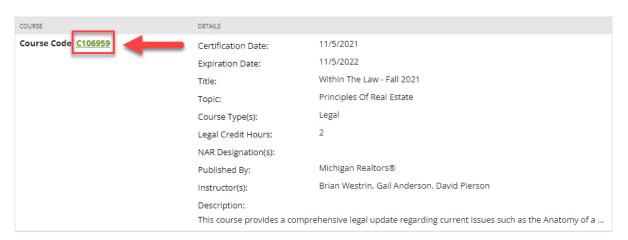
Search for courses you wish to sponsor. If you know the course code, please enter it and click search for courses at the bottom of the page. For an advanced search, you have the ability to specify criteria in any of the areas below to find a list of available courses.

Course Code

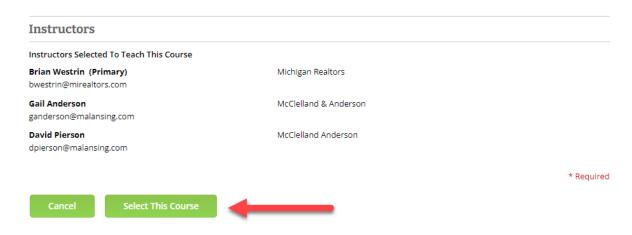
Enter Course Code



Once you find the course you would like to sponsor, click on the green course code and select it.



You will be taken to the "Course Details" page. Please double-check the page details to make sure you are selecting the correct course. When you have reviewed the information, click on "Select this Course."



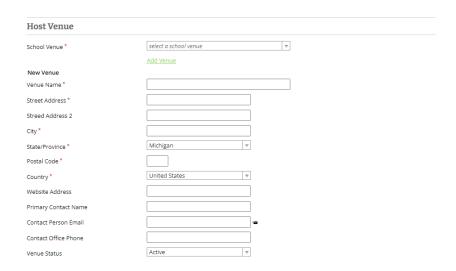
### **Class Details**

Select the drop-down menu next to "Class Occurrence Type" to choose how many days your class will schedule. In the next field, you will select the dates your session will be held on. Use the clock to choose your "Class Start and End Time."

Next, type in the "Host Name" and choose the "Enrollment Type." If you would like your class displayed on the CE Marketplace Class Calendar, select "Public." All scheduled CE Marketplace Certified classes can be viewed in the "Upcoming Classes" scheduled in the middle of the "Class Calendar" page.

### **Host Venue**

In the next section, you will be able to add your venue information. Once this has been completed, please select the acknowledgment agreement checkbox and then click "Schedule this Class."



When the class has been scheduled in the system, the School Administrator will receive an email notification. You can also check to see if your classes have been scheduled from your "Class List." You can access the "Class List" from your "School Overview" page or from the sub- the menu at the top of the page.

# School Overview School 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 Submit a New Course Resubmit a Course CE Marketplace School 1234 Silverdome Drive Gladstone, MI Active Gladstone, MI Record Class Attendance Pending School Fees

You will then be taken to your "Class List" where you can review the history of all your currently scheduled classes submitted to CE Marketplace. If you click on the drop-down menu next to "Class Overview," you can view all upcoming classes, all completed classes, outstanding class sessions, and all classes.

Once you have selected the list you would like to view, click on the title to view the class detail page.

For more information on how to use the CE Marketplace for all of your CE needs, visit our Resources page or give us a call at 844.642.6633