



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

Upon clicking on the 'Host A Class' link you will land on a page that will allow you to either search for courses with 'Schools I am Affiliated With' or directly by Course Code. *If you are hosting another providers course, you will need to contact the provider to request the Course Code to use when looking up by Course Code.

Upon making your selection, click on the 'Search for Courses' button at the bottom of the page.

Host A Class

School: Michigan Realtors®

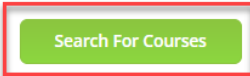
As a sponsor, you are an organization that wants to host a CE Marketplace certified continuing education course as a class session.

To host and schedule a class follow the directions below:

- **To host a course that has been submitted by your School account**
Enter the course code or leave field blank and click 'Search' to view all of your courses which can be scheduled.
- **To host a course that has been submitted by another School account**
Enter the course code for the course as provided by the submitting school. *Course Code is required to search for an external course.

Search By:

- Schools I Am Affiliated With
 Course Code



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

COURSE	DETAILS
Course Code: C106959	Certification Date: 11/5/2021
	Expiration Date: 11/5/2022
	Title: Within The Law - Fall 2021
	Topic: Principles Of Real Estate
	Course Type(s): Legal
	Legal Credit Hours: 2
	NAR Designation(s):
	Published By: Michigan Realtors®
	Instructor(s): Brian Westrin, Gail Anderson, David Pierson
	Description: This course provides a comprehensive legal update regarding current issues such as the Anatomy of a ...

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 the "Select this Course" button at the bottom of the page.

Instructors

Instructors Selected To Teach This Course

Brian Westrin (Primary) bwestrin@mirealtors.com	Michigan Realtors
Gail Anderson ganderson@malansing.com	McClelland & Anderson
David Pierson dpierson@malansing.com	McClelland Anderson

* Required



The next step will allow you to select the event details for your class.

Class Information

* Required to Save

Class Availability	Classroom																																																								
Class Occurrence Type *	Single Day																																																								
Class Date *	<table border="1"><thead><tr><th colspan="7">APRIL 2023</th></tr><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr></thead><tbody><tr><td>13</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr><tr><td>14</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>15</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>16</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>17</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>18</td><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></tbody></table>	APRIL 2023							S	M	T	W	T	F	S	13	26	27	28	29	30	31	14	2	3	4	5	6	7	15	9	10	11	12	13	14	16	16	17	18	19	20	21	17	23	24	25	26	27	28	18	30	1	2	3	4	5
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Class Start Time *	9:00 AM																																																								
Class End Time *	5:00 PM																																																								
Time Zone *	Eastern Standard Time																																																								
Host Name *	Michigan Realtors®																																																								
Enrollment Type *	<input checked="" type="radio"/> Public <input type="radio"/> Private																																																								

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."

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."

Host Venue

School Venue *	select a school venue
	Add Venue
New Venue	
Venue Name *	
Street Address *	
Street Address 2	
City *	
State/Province *	Michigan
Postal Code *	
Country *	United States
Website Address	
Primary Contact Name	
Contact Person Email	
Contact Office Phone	
Venue Status	Active

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.

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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 by year, outstanding class sessions, and all classes previously scheduled in CE Marketplace.

Once you have selected the list you would like to view, click on the class title to view the details of that specific session.

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