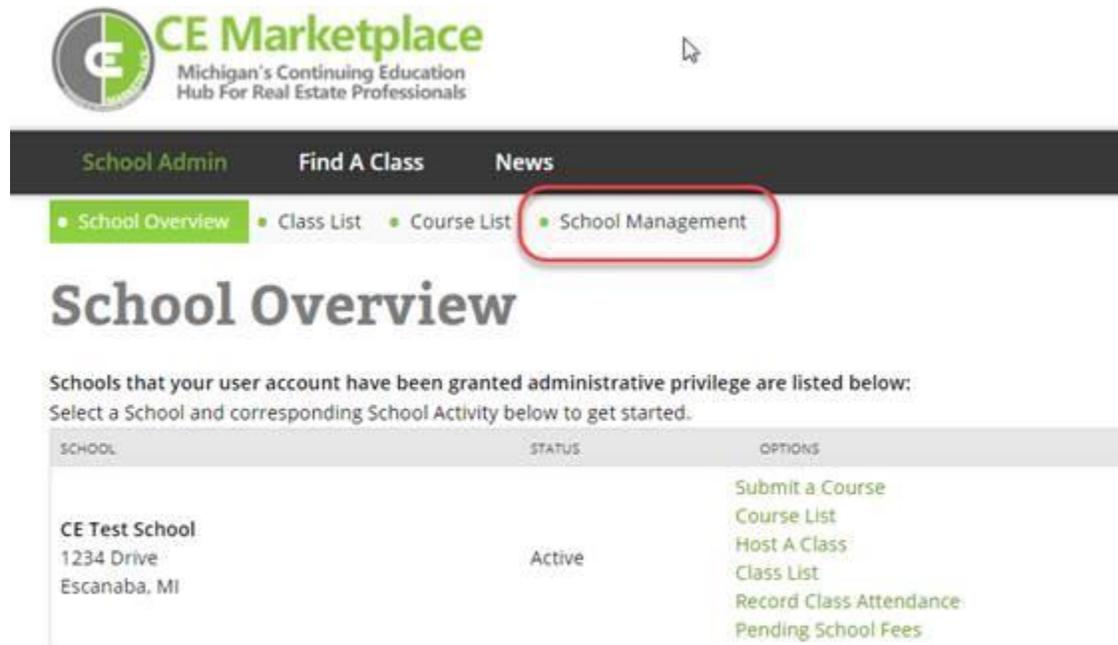


To add venues to your School, click on the School Management link from your School Overview page:



The screenshot shows the CE Marketplace logo at the top left, with the text "Michigan's Continuing Education Hub For Real Estate Professionals". Below the logo is a navigation bar with "School Admin", "Find A Class", and "News". Under "School Admin", there are links for "School Overview", "Class List", "Course List", and "School Management", with "School Management" circled in red. The main heading is "School Overview". Below it, a message states: "Schools that your user account have been granted administrative privilege are listed below: Select a School and corresponding School Activity below to get started." A table follows with columns "SCHOOL", "STATUS", and "OPTIONS". The table contains one row for "CE Test School" with address "1234 Drive Escanaba, MI" and status "Active". The "OPTIONS" column lists: "Submit a Course", "Course List", "Host A Class", "Class List", "Record Class Attendance", and "Pending School Fees".

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 information is uploaded to the correct Class Session ID. Information included on the Attendance Verification Spreadsheet licensee profiles.

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



The screenshot shows the same message as above: "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". Below is a table with columns "SCHOOL" and "STATUS". The "SCHOOL" column contains "CE Test School" with address "1234 Drive Escanaba, MI", and the "STATUS" column contains "Active". The "CE Test School" text is circled in red, and a mouse cursor is pointing at it.

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



Three buttons are shown: "Edit School Venues" (dark grey with a white mouse cursor pointing at it, circled in red), "Edit School Users" (green), and "Edit Instructors" (green).

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.



[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