

Clock Hour Proposal Entry

- Log into your pdEnroller account
- From the Clock Hours drop down menu, choose Clock Hour Proposals

The screenshot shows the ESD 42 Admin Dashboard. The top navigation bar includes a search bar and a 'Clock Hours' dropdown menu, which is circled in red. A red arrow points to the 'Clock Hour Proposals' option in the dropdown menu. The main content area displays 'My Events' and 'My Drafts' sections. The 'My Drafts' section includes a table with columns 'Id / Title' and 'Created'.

| Id / Title | Created |
|---|---------|
| 1030: ESD 105 Test Event | 7/6 |
| 1029: Test Event For ESD 105 | 6/1 |
| 1028: Literacy Training | 5/4 |
| 1027: K-6: Astronomy Winter Events | 5/4 |
| 1026: K-6: Astronomy - Fall Skywatching | 5/4 |

Below the 'My Drafts' section is a 'Recently Published' section with a table showing 'Id / Title' and 'Begins'.

| Id / Title | Begins |
|---|--------|
| 1030: ESD 105 Test Event | 7/6 |
| 1029: Test Event For ESD 105 | 6/1 |
| 1028: Literacy Training | 5/4 |
| 1027: K-6: Astronomy Winter Events | 5/4 |
| 1026: K-6: Astronomy - Fall Skywatching | 5/4 |

- Click the Drafts tab
- Click the +New Proposal button

The screenshot shows the 'My Clock Hour Proposal Drafts' page. The 'Drafts' tab is circled in red. A red arrow points to the '+ New Proposal' button. Below the button is a table with columns 'Event Id', 'Start', and 'Title'.

| Event Id | Start | Title |
|----------------------|--------------|---|
| 1031 | Jul 07, 2021 | Through the Looking Glass Test Proposal STEM |
| 1030 | Jul 06, 2021 | ESD 105 Test Event 2020-2021 |
| 1029 | Jun 01, 2021 | Test Event For ESD 105 2020-2021 |

- Select **Create New Proposal** (if you want to do a Repeat Past Proposal, please see the “Duplicating a Clock Hour Proposal – Repeat Proposal” guide).
- Enter your Title and an optional Subtitle (we recommend you add the year to the Subtitle, i.e. 2021-2022). Click Save & Continue

pdEnroller Choose Region TEST SERVER 2 Clock Hours Admin Test

Clock Hour Proposals / New Proposal

New Clock Hour Proposal

* required fields

Review Committee
ESD 42 Clock Hour Committee

Submitted By
Test Registrar
test.registrar@test.pdenroller.org

Title *
ESD 105 Test Event Title

Subtitle (optional)
2021-2022

< Cancel ✓ Save & Continue

- Work your way through each tab. You do not have to go in order. Be sure to click Save at the bottom of the screen before moving to the next tab or leaving the clock hour proposal page. If you leave the clock hour proposal page, your information will be saved (if you clicked the Save button) and you can continue at a later time by going back to your Drafts tab.

Click on the tab links below to jump to the instructions for that specific tab. Click on the blue “Return to tab list” link at the bottom of each instruction page to automatically return to this list.

[Proposal tab](#) - Page 3

[Hours/Credit tab](#) – Page 4

[Date/Location tab](#) – Page 5

[Agenda tab](#) – Page 6

[Presenters tab](#) – Page 7

[Contacts tab](#) – Page 8

[Preview tab](#) - Page 9

[Event tab](#) – Page 10

Proposal tab

- Enter your Event Description. You can type in your description, or you can **upload a file** (refer to red circle).
- Enter the Documented Need (optional). Again, you can type this in or upload a file.
- Add any Subject and Audience tags. This will help participants find your event more easily if they do a search for certain criteria. Click in the box and a menu will appear.
- Click Save and move to the next tab

[TEST] Edit Clock Hour Proposal x +

test.pdenroller.org/clockhours/proposals/1033/edit

pdEnroller Choose Region TEST SERVER Clock Hours Admin Test

Event Description *

B I U T [List] [Link] [Image] [Table] [Red Circle]

This course will teach participants how to enter a new clock hour proposal into [pdEnroller](#). At the end of the course, participants should be able to successfully submit a clock hour proposal to the clock hour proposal committee.

Enter a description for your event.

You can use the editing tools to format your description. To learn more about the editing tools, click the [Help] icon to the right of the tools.

Documented Need (Optional)

B I U T [List] [Link] [Image] [Table] [Red Circle]

ESD 105 has transitioned to [pdEnroller](#) and this course will help administrative staff learn the process for clock hour proposal submittal.

What professional goals or needs does this event meet?

Tags (Optional)

Tags are primarily used for events added to a registration catalog. They help make your event more discoverable.

Subjects Professional Development x Professional Learning x

Audiences Admin Assistant / Secretary x Curriculum Director / Coordinator x

Save

[Return to tab list](#)

Hours/Credit tab

- Select one of the primary credit types for your proposal.
- Enter the amount of clock hours you wish to request for your event.
 - Enter at least 3 course objectives. If you wish to add more, click on the green Add Objective button.
- Select all the Content Standards that apply.

pdEnroller

Select the primary credit type for this proposal. Only 1 can be selected.

- ☒ Clock Hours
Continuing education credit hours
- ☐ Clock Hours (Suicide Prevention)
Continuing education credit hours
- ☐ FCS Hours
Paraprofessional activity-based continuing education hours. Fundamental Course of Study courses only

Clock Hours

of Clock Hours Requesting *

1.0

Must request at least 1. Hours will be rounded down in half-hour increments. (WAC 181-85-030) #9
Do NOT include lunch or breaks.

Course Objectives

Enter 3 or more objectives. Identify what your participants will learn and how it may be applied. Numbering is automatically added on the Preview Tab.

+ Add Objective + Review Criteria

1. Participants will learn how to enter a new clock hour proposal into pdEnroller.
2. Participants will understand the process for duplicating a clock hour proposal.
3. Participants will have an opportunity to do some hands on training using a pdEnroller test site.

Clock Hour Content Standards

Select the content standards that apply. Must select at least one: (WAC 181-85-202)

- ☐ Opportunities (1) Opportunities for participants to collect and analyze evidence related to student learning
- ☐ Certificate Standards (2) Professional certificate standards
- ☐ Paraprofessional Standards (3) Paraprofessional standards of practice as described in Title 179 WAC

- **STEM HOURS?**
- If you are not requesting STEM hours, click No STEM requested and then click Save and move to the next tab.
- If you are requesting STEM clock hours, choose from the following:
 - Match Clock Hours (this means your STEM clock hours will be the same amount as your requested clock hours)
 - Custom (choose this if you wish to customize the amount of STEM clock hours; for example, if your session is 6 hours long and 2 hours will involve STEM, you can request 2 STEM clock hours)
- Choose **2 of the 4** STEM elements (a proposal will not let you request STEM clock hours if you do not choose at least 2)
- Answer the Guiding Questions. All questions must be answered Yes and evidence supplied for each question. Type in your answer or upload a file.
- Click Save and move to the next tab.

pdEnroller

STEM

of STEM Hours Requesting *

2.0

STEM hours will only apply if all criteria are met. STEM hours typically matches the number of clock hours.

☐ No STEM requested

☐ Match Clock Hours

☒ Custom

Guiding Questions

To qualify as a STEM course, each guiding question must be answered with a "yes" and evidence supplied for each question. Evidence can be copied from the course description, objectives, agenda. You may also add additional information that provides rationale for the guiding question.

Will the STEM activity have an impact on STEM experiences for students?

☒ Yes

☐ No

Does the STEM activity provide examples or resources to use with students or with other educators?

☐ Yes

☐ No

Does the STEM activity provide examples or resources about STEM-related career choices to use with students?

☐ Yes

☐ No

[Return to tab list](#)

Date/Location tab

- Choose the Primary Location from the drop down menu. If your location is not listed, select “Other” and complete the details.
- Add your Sessions by choosing one of the options.

The screenshot shows a web browser window with the URL `test.pdenroller.org/clockhours/proposals/1033/edit/date/#/`. The page title is "Edit Clock Hour Proposal". The form is for "ESD 105 Test Event Title" and is submitted to the "ESD 42 Clock Hour Committee". The status is "Draft".

The "Date / Location" tab is active. It contains a "Primary Location" dropdown menu with "ESD 42 Conference Center" selected. Below the dropdown, there is a text input field for the address, which currently contains "123 Here st. Smallsville WA 12345".

Below the address field is a "Sessions" section with three buttons: "Add One", "Add Multiple", and "Add Breakout". There is also a link for "Add Primary Web Link".

Below the sessions section is a table with columns "Type", "Date", "Time", and "Location". The table is currently empty, with the text "No sessions added." displayed below the header.

At the bottom of the form is a green "Save" button.

The footer of the page includes the text "Events administered by: ESD 42 ESD 50 All" and "Professional Development Enroller © 2021 Educational Service District 112 Privacy Support".

- **Add One:** add a single session, or you can add multiple sessions one at a time.
- **Add Multiple:**
 - Select Multiple Dates will allow you to choose more than one event date.
 - Recurring Dates will allow you to set up event dates that reoccur based on the criteria you choose (i.e. the third Wednesday of every month)
 - Add Breakout is still in BETA and all features are not yet available. This feature will allow you to add several breakout sessions to your event and participants will be able to pick and choose which ones to register for.
 - Add Primary Web Link allows you to add the link for a virtual event (Zoom, Google Meet, etc.)
- Click Save and move to the next tab.

[Return to tab list](#)

Agenda tab

- Type in your agenda or upload a file. For single day events, a complete agenda is required (per ESD 105). If your event will have several session dates, an outline of the course details per session is acceptable.

Example 1 of a multi-session course agenda:

Day 1: Review key-notes from previous year PLC and discuss best practices for the upcoming year.

Day 2: How have we begun to implement our best practices? What is working, what is not?

Day 3: Setting goals and what we need to succeed.

Example 2 of a multi-session course agenda:

Participants will meet on a monthly basis throughout the upcoming school year. During each session we will watch a short video and have a discussion group. Participants will gain knowledge in the 5 SEL competencies and how they are vital to the teaching and understanding of social and emotional learning at school.

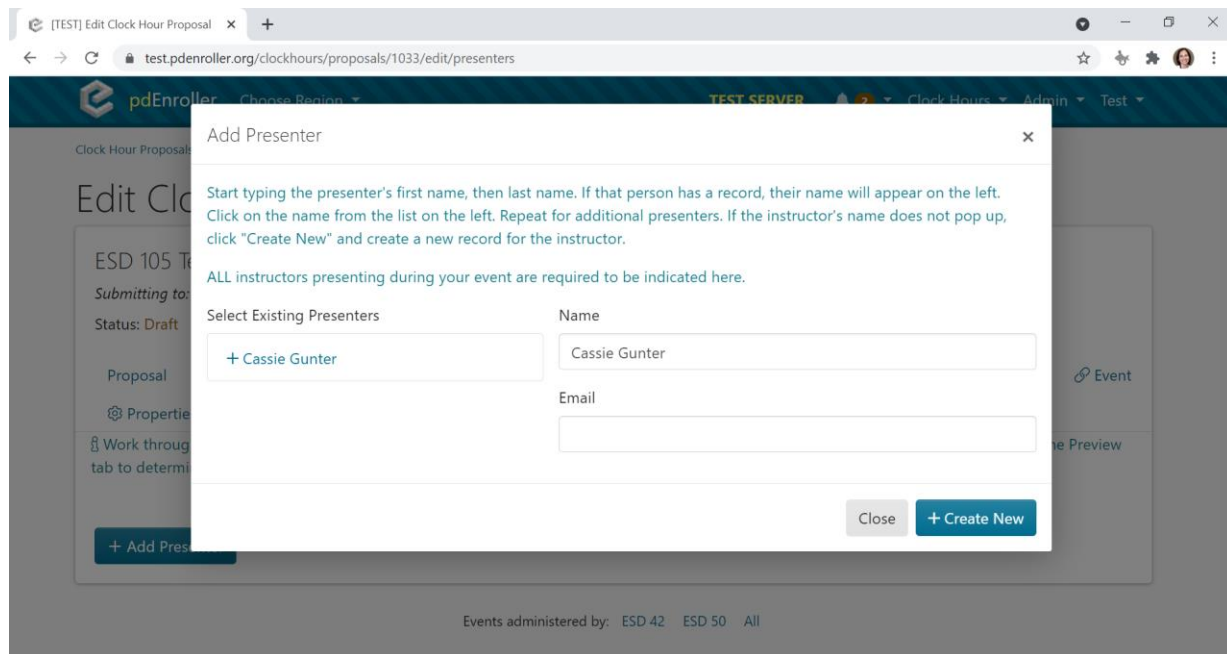
- You can choose to have your agenda visible to only those who have registered (Registered Only – this is the default option), hidden from everyone except the clock hour proposal approver committee (Hidden), or public to everyone who views the event catalog (Public).
- Click Save and move to the next tab.

The screenshot shows the 'pdEnroller' web application interface. The top navigation bar includes the logo, 'Choose Region', 'TEST SERVER', and links for 'Clock Hours', 'Admin', and 'Test'. The main content area is titled 'Status: Draft' and contains several tabs: 'Proposal', 'Hours / Credits', 'Date / Location', 'Agenda' (which is selected), 'Presenters', 'Online Class Requirements', 'Contacts', 'Preview', and 'Event'. Below the tabs, a message states: 'Work through these tabs in any order, but click "Save" before moving to another tab. After entering all the proposal information, click on the Preview tab to determine if any information is missing.' The 'Agenda' tab is active, showing a 'Proposal Agenda' section with the instruction: 'An agenda is required to propose clock hours. You can either enter an agenda, or upload one.' Below this is a rich text editor with a toolbar containing various formatting options. The editor contains the following text: 'First Half: Phonology and Phonological Awareness: Speech sounds in English. 10:00 - 10:15: Break. Grade level teams will discuss applying new learning's to their work: Questions and discussions. Wrap up first half. 11:30 - 12:30 Lunch. Second Half: Explain why phoneme awareness is important and how it is acquired; Present the consonant phoneme system. 2:00 - 2:15: Break. Illustrate the difference between Spanish and English sound systems; Propose instructional strategies; Questions and discussions. Wrap up second half.' At the bottom of the agenda section, there is an 'Upload an Agenda' section with the text 'None added', an 'Add Agenda...' button, and a 'Drop files here to upload' area. A note specifies 'Allowed file types: doc, docx, gif, jpeg, jpg, ods, odt, pdf, ppt, pptx, png, rar, rtf, tiff, txt, xls, xlsx, zip'.

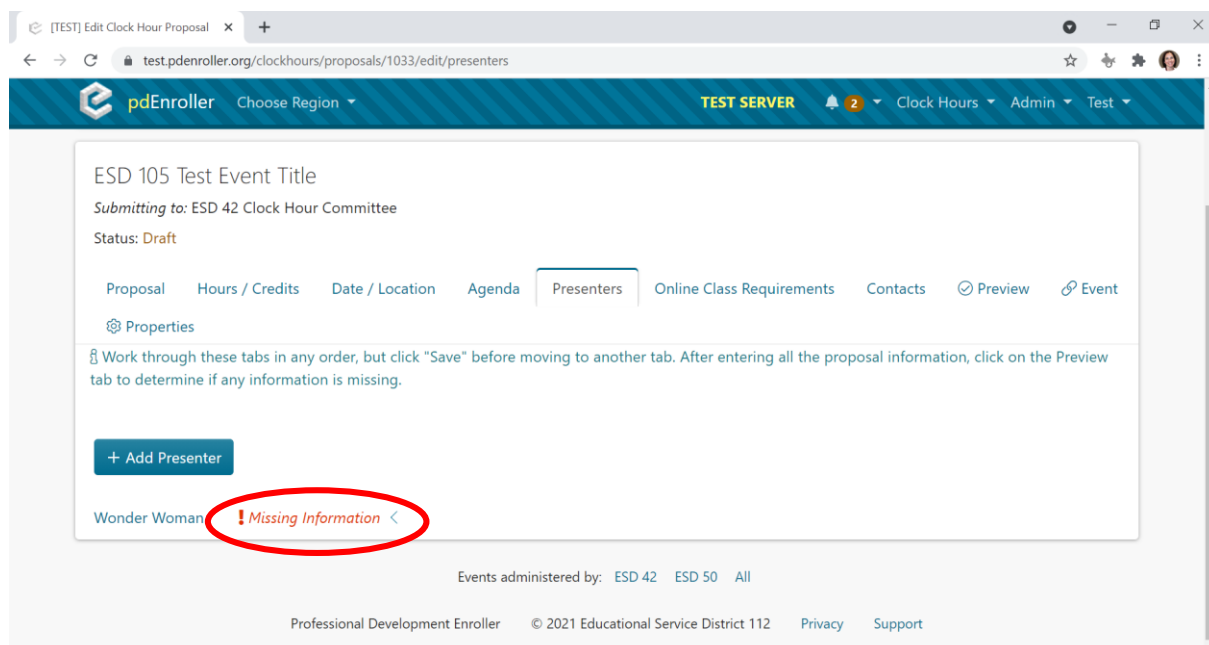
[Return to tab list](#)

Presenters tab

- Click the Add Presenter button [+ Add Presenter](#)
- Type the presenters first and last name. If they have a record in pdEnroller, it will appear on the left. Click on the name to add.



- If the presenters name does not appear on the left, click on the Create New button and create a new record for them.
- The presenter will be added with a **Missing Information** link next to their name. Click on the link to add the required information.



[Return to tab list](#)

Contacts tab

- **Administrator Contact:** This is the person in your organization who approved or requested the proposal.
- Your Contact Info will automatically fill, but you can edit this information. This will be the person the approval committee can contact with any questions about the proposal.
- Click Save and move to the next tab.

pdEnroller Choose Region TEST SERVER Clock Hours Admin Test

Status: Draft

Proposal Hours / Credits Date / Location Agenda Presenters Online Class Requirements **Contacts** Preview Event

Properties

Work through these tabs in any order, but click "Save" before moving to another tab. After entering all the proposal information, click on the Preview tab to determine if any information is missing.

If you are entering clock hours for someone else, enter their name as the Administrator Contact. If you are the person requesting the clock hours, complete your contact information as the Administrator Contact.

The person who is logged in will automatically be filled in as the Contact, but you can edit this info. Click the green "Save" box when you have completed this page.

Administrator Contact

Full Name *

Full name of the administrator at your organization who approved this proposal for submission.

Organization / District *

School / Department *

Email *

Contact email for the administrator listed above.

Phone *

Contact phone number for the administrator listed above.

Your Contact Info

Please enter your contact information for follow up on this proposal.

Your Full Name *

[Return to tab list](#)

Preview tab

- The preview tab will give you the opportunity to look over your proposal information one last time before submitting it for approval and flag any information that is not complete. If anything is flagged, it will require you to make changes before you can submit your proposal.
- On the Validation Checklist (see red circle), click on anything that does not have a green check mark next to it and make the necessary changes.
 - An **information mark** ⓘ just means FYI.
 - A **question mark** ? means there might be something unusual and you should double check.
 - The **exclamation mark** ! means information is not complete.
 - Green **check mark** ✓ means information is complete.

- Once the preview status shows that you have completed all the required information, the Submit for Approval button will be active. Click this button to submit your clock hour proposal to your approval committee.
- ***Once your proposal has been submitted for approval you will no longer be able to edit the event title, description, and dates.***

To return to your proposal to complete the next set of steps, click the Clock Hours button and choose Clock Hour Proposals. Your event will either be under the Drafts tab or the Pending tab.

[Return to tab list](#)

Event tab

- Choose your Department
- Click the Add to Catalog button

The screenshot shows the 'Event' tab in the pdEnroller system. The header includes the pdEnroller logo, 'Choose Region', and navigation links for 'Clock Hours', 'Admin', and 'Cassie'. The main content area is titled 'ESD 105 Test Event' and shows it is 'Submitting to: ESD 105 Clock Hour Pre-Screening Committee' with a 'Status: Draft'. A series of tabs (Proposal, Hours / Credits, Date / Location, Agenda, Presenters, Contacts, Preview, Event, Properties) are visible, with 'Event' currently selected. A note instructs users to work through the tabs in order and click 'Save' before moving. Below this, a form titled 'Add this proposal to the ESD 105 catalog' contains fields for Organization Catalog (Educational Service District 105), Title (ESD 105 Test Event), Subtitle (2021-2022), Description (Creating a test event in order to provide screen shots for training materials.), Audiences (Admin Assistant / Secretary), Subjects (Communications), Clock Hours (None entered), and Presenters (None entered). A 'Department' dropdown menu is set to 'Teaching and Learning'. A green 'Add to Catalog' button is at the bottom of the form. A light blue box at the bottom contains three bullet points: 'The event will be added in a Draft state. Further information may be required to publish to the catalog.', 'Once approved, the event will automatically be updated with the clock hour number and available hours.', and 'Changes made to the proposal or event will be reflected in the other. Once the proposal has been submitted for approval, the event title, description, and dates will no longer be editable.'

- Click the “[Complete event details and publish to the catalog here](#)” link at the bottom of the screen.

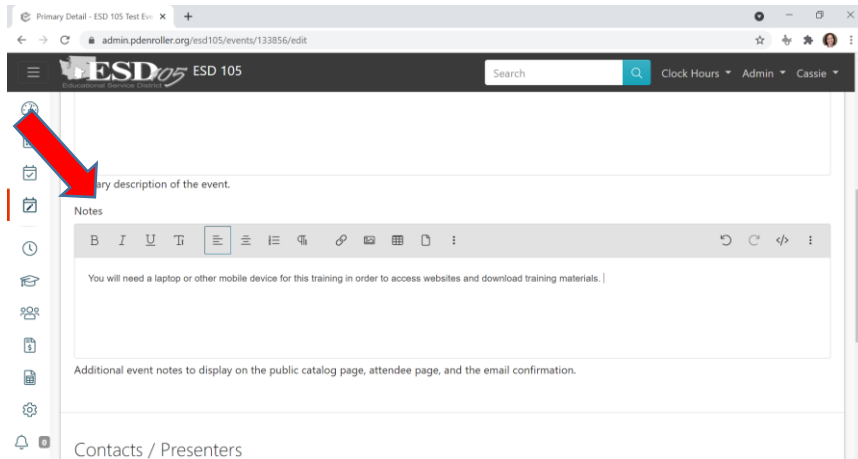
The screenshot shows the 'Event' tab in the pdEnroller system, titled 'ESD 105 Test Event Title'. It is 'Submitting to: ESD 42 Clock Hour Committee' with a 'Status: Draft'. The tabs (Proposal, Hours / Credits, Date / Location, Agenda, Presenters, Online Class Requirements, Contacts, Preview, Event, Properties) are visible, with 'Event' selected. A note instructs users to work through the tabs in order and click 'Save' before moving. Below this, the text '#1033 - ESD 105 Test Event Title' is displayed. A light orange box contains the text 'The catalog status is Draft.' and a link 'Complete event details and publish to the catalog here.' with a red arrow pointing to it. At the bottom, it says 'Events administered by: ESD 42 ESD 50 All'. The footer includes 'Professional Development Enroller', '© 2021 Educational Service District 112', 'Privacy', and 'Support'.

- Much of the information in the Event tab will already be entered since you included it in the clock hour proposal. Work through each section and fill in the necessary details. See next page for more info.

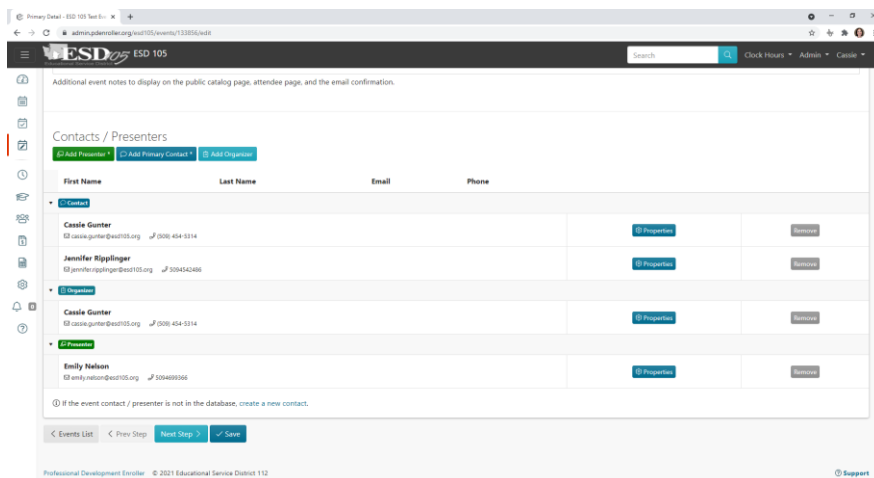
[Return to tab list](#)

○ **Primary Detail**

- The Title, Subtitle, and Description will carry over from your clock hour proposal.
- In the Notes section, you can add additional information that will display on the public catalog page, the attendee page, and in the email confirmation that registered participants will receive. An example of information you might enter is; “You will need a laptop or other mobile device for this training in order to access websites and download training materials.”



- In the Contacts/Presenters section;
- The **Presenter** you added in your clock hour proposal will carry over. You have the option to edit your presenter if needed. You can have more than one presenter listed.
- **Add Organizer** will default to the person who completed the clock hour proposal. This field can be edited. The organizer will have access to view the attendee page, but they will not be listed on the public catalog. You can have more than one organizer listed.
- **Add Primary Contact:** This is where you will want to add the person who will be the main point of contact for registration and event questions. You can have more than one primary contact listed.
- Under the Properties button, you can customize the visibility of each presenter, primary contact, and organizer.



- Click Next Step

○ **Dates and Location**

- This information will auto populate from the clock hour proposal you submitted.

- Click Next Step

○ **Registration**

- Choose your **registration start and ending dates**. You can also choose a time for your registration to start and end.
- In the **Additional Registration Instructions** box, you have the option to add information to display below the “Register” button on the event page.
- You can check the **Registration Requires Password** box and lock your event so only those with the password can register.
- **Capacity** – choose the minimum and maximum attendees. If you choose a maximum, any registrations above the maximum number allowed, will go on a waiting list.
- **Restrictions** – you can restrict your event to only allow certain members of a Co-op or organization to register. If your event is specific to a district; you would choose that district here.

- Click Next Step

○ Pricing

- Enter your **Base Price Per Attendee** – this is the registration fee.
- Choose the **Ledger Account** the registration fee should go to.
- **Adjustments/Coupons** – you can add additional fees, discounts, or coupon codes to your event.

+ Add Extra Fee

This feature will allow you to add an additional fee on top of the initial registration fee (i.e. book fee)

+ Add Discount

This feature will allow you to add a discount code, such as an early registration discount.

+ Add Coupon

This feature will allow you to add a coupon code to decrease the registration fee, such as for a co-op.

- *In the example below, I have added a **Fee** for the book that will be given to each participant. I have added a **Discount** for an Early Bird Special, so anyone who registers prior to June 30th, will have the book fee waived. I have added a **Coupon** so that anyone who registers from my Co-op, will have the registration fee waived. NOTE: The coupon code must reflect the amount of the discount. If registration is \$50 and \$30 for Co-op members, the coupon amount needs to be entered as \$20 to reflect the amount of discount being given.*

ESD 42 / Admin / Events / #1031 / Pricing

Pricing Through the Looking Glass Test Proposal

Base Price Per Attendee: \$ 50.00 Invoice Description: Registration

Ledger Account: Teaching & Learning (12345)

The default account that payments will be deposited into.

Adjustments / Coupons

| Amount | Type | Code | Invoice Description | Dates Valid | Coop | Uses | | |
|---------|----------|------|---|------------------|------|------|------|--------|
| \$5.00 | Fee | | Book Fee | | | -/∞ | Edit | Delete |
| \$5.00 | Discount | | Early Bird Special | Ending 6/30/2021 | | -/∞ | Edit | Delete |
| \$50.00 | Coupon | IS | Improvement Science Co-op Member Discount | | | -/∞ | Edit | Delete |

Navigation: Events List | Prev Step | Next Step | Save

Professional Development Enroller © 2021 Educational Service District 112

- Click Next Step

○ **Clock Hours**

- Make sure Clock Hour Evaluation is listed as the Attendee Evaluation Form (it should default to this).
- If your clock hour proposal has not yet been approved, you will see a warning that your clock hour proposal is in draft and clock hours will not appear on the event.

ESD 42 / Admin / Events / #1031 / Credit / Clock Hours

Credit / Clock Hours Through the Looking Glass Test Proposal

Clock Hours

Clock Hours Proposal Status
Draft

Clock Hours
None entered

STEM Hours
3.00

Clock Hour Number
New

The clock hour proposal is in **Draft** and has not been submitted for approval. The proposal must be completed, submitted, and approved before clock hours will appear on the event.

[Input Clock Hour Proposal](#)

Review Notes
ESD 42 Clock Hour Committee

Attendee Evaluation Form:
Clock Hour Evaluation

An evaluation must be selected if clock hours are offered.

[Events List](#) [Prev Step](#) [Next Step](#) [Save](#)

Professional Development Enroller © 2021 Educational Service District 112 [Support](#)

- Click Next Step

○ **Tags**

- The tags you chose on your clock hour proposal will copy over.

ESD 42 / Admin / Events / #1031 / Tags

Tags Through the Looking Glass Test Proposal

Subjects
Diversity Communications

Audience
All District Staff - School and Central Office K-12 Teachers

[Events List](#) [Prev Step](#) [Next Step](#) [Save](#)

Professional Development Enroller © 2021 Educational Service District 112 [Support](#)

- Click Next Step

○ **Finalize and Publish**

- Much like the Preview section when submitting clock hour proposals, the finalize page has an Event Checklist that will alert you to corrections. You cannot publish your event until all of the errors are corrected.

- If no corrections are necessary, your screen will look like the one below.
 - **Public** – the event will be live for everyone to see. If the event is open only to those within the ESD 105 region, choose the ESD 105 catalog. If you are allowing participants outside of the ESD 105 region, choose Public Catalog.
 - **Hidden** – the event will not be displayed in the catalog and participants will need the **direct registration link** to register. *The link is in red on the sample page below.*
 - Choose the publication date and the date you want the event reminder email to be sent to registered participants.

- **Click Publish**

Your **event number** is listed at the top of the screen. Once it has been approved by the clock hour committee, you will receive an email that it has been approved and your event will automatically publish to the catalog and be live for registrations.

The screenshot displays the ESD 42 event management system. At the top, a green banner reads "Event #1034 published!" with a red arrow pointing to it. Below the banner are buttons for "Post Announcement", "Cancel Event", "Copy to New Event", "Edit Event", and "Upload Sign-in Sheets". The left sidebar contains navigation links: Admin Home, Events, Event #1034, Manage, Roster, Waitlist, Cancellations, Content, Attendance, Register Attendees, Event Reports, Surveys, Transactions, Properties, Related Pages, Attendee Page, Catalog Listing, Edit Event #1034, Users, Invoices, Reports, Notifications, and Support. The main content area is divided into three sections: Event Status, Properties, and Event Registrations. The Event Status section shows: Catalog Status (Published), Registration (ended Friday, Jul 26, 2019 5:00 PM), Spaces Registered (0 Active, 0 Pending), Password (None required), Price (\$100.00), Maximum Capacity (12), Dates (Mon, July 29 2019 8:00 AM - 12:00 PM), and Viability (Public / All Catalogs). The Properties section shows: Created By (Test Registrar, (555) 123-4567, test.registrar@test.pdenroller.org), Created (7/20/2021 2:18:29 PM -07:00), Security Groups (ESD42), Catalogs (Public Catalog, ESD42), Clock Hours (Status: Draft, Committee: ESD 42 Clock Hour Committee), and Credits (4.00 Clock Hours). The Event Registrations section shows a bar chart with a y-axis from 0 to 1.2 and a legend for Registrations.

Event #1034 published!

Post Announcement Cancel Event Copy to New Event Edit Event Upload Sign-in Sheets

Event Status

Catalog Status Published

Registration Registration ended Friday, Jul 26, 2019 5:00 PM

Spaces Registered 0 Active 0 Pending

Password None required

Price \$100.00

Maximum Capacity 12

Dates Mon, July 29 2019 8:00 AM - 12:00 PM

Viability Public / All Catalogs

Properties

Created By Test Registrar
(555) 123-4567
test.registrar@test.pdenroller.org

Created 7/20/2021 2:18:29 PM -07:00

Security Groups ESD42

Catalogs Public Catalog ESD42

Clock Hours Status: Draft
Committee: ESD 42 Clock Hour Committee

Credits 4.00 Clock Hours

Event Registrations

Registrations