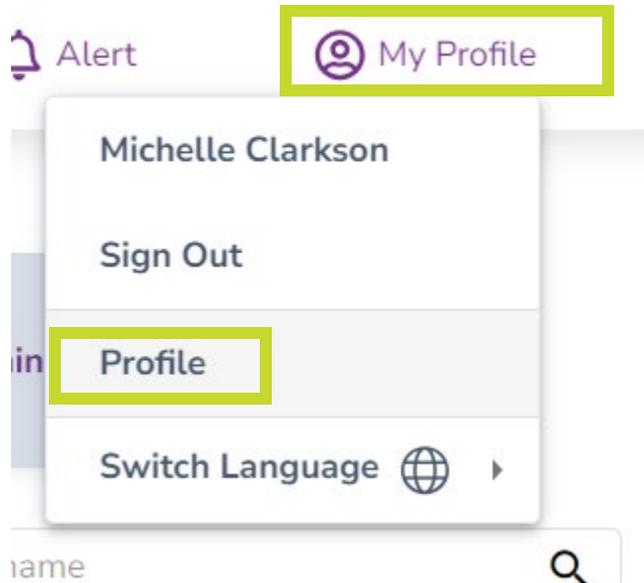


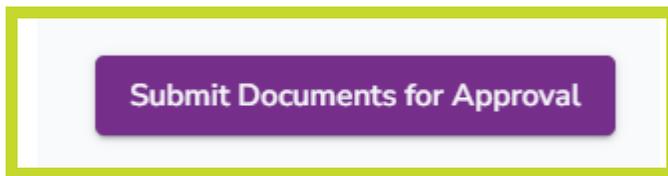
How to Submit an EVENT Through RISE

This is a guide on how to submit an EVENT through your RISE Account

1. First, find and click **“My Profile”** that is located on the upper right corner of your RISE Dashboard, then click **“Profile”**



2. Once on the new page titled “Basic”, find and click **“My Documents”** then find and click **“Submit Documents for Approve”** that is found on the right side of the page.



3. Find and click the drop down tab **“Select Document Type”** found underneath “Document Type”

Upload a Document

Document Type

This field is required

4. Scroll down and select **“Event”**

Upload a Document

Document Type

- Pediatric First Aid
- Child Development Associate
- W9 Individual
- Event**
- Montessori

5. Fill out all required fields, upload the required outline and any supporting documents.

Upload documents

Upload Files No file chosen

6. Click **“Submit”** OR click **“Save”** to be able to come back to your submission.

Cancel Save **Submit**

*Please note that the Event Submission will not save or submit unless ALL required fields have been entered or filled in.

If you need assistance, please email the Training Office at:
trainingoffice@idahostars.org