

Creating and Launching C4C Workshops

Creating Workshops:

1. Create an account or log in to <https://cash4college.csac.ca.gov>
2. Navigate to the “Workshops” section on the sidebar
3. On the workshops page, click “Create workshop” button in the upper right corner

Manage Workshop

Home / Workshop

CREATE WORKSHOP

All Workshops

Cash for College Workshops

Number of Planned / Registered Students

Show 10 entries

Showing 1 to 10 of 15 entries

Workshop ID	Program Year	Site Name	Organization Name	RCO	Workshop Date	Workshop Time	Status	Number of planned Students	Actions
-------------	--------------	-----------	-------------------	-----	---------------	---------------	--------	----------------------------	---------

- a.
 - b. If you do not see this button, it means you do not have the type of account needed to create workshops and you need to be made a Primary Contact. Reach out to your primary C4C contact and ask to be made an Organization Primary Contact.
 - c. NOTE: if you do not move through this process fast enough, the website will either give you an error message when you try and finish the workshop or it will boot you out entirely. Either way, you'll have to start over.
4. Fill in the site info for the C4C Workshop you are trying to create

Create Workshop

RCO

Organization

Far North - California Student Aid Commission Cash for C

Humboldt COE - Eureka

1. Site Info

2. Workshop Detail

3. Services Offered

4. Languages

5. Workshop Description

Site Name *

Type Of Organization *

Select Type Of Organization

Address Line 1 *

Address Line 1

Address Line 2

Address Line 2 (Optional)

City *

County *

State *

City

Select County

State

Zip Code *

Zip Code

Phone *

EXT

Phone

EXT

Previous

Next

Cancel

a.

b. If the workshop is virtual, write “Virtual” in the address line.

5. Fill in the workshop details

Create Workshop

RCO

Organization

Far North - California Student Aid Commission Cash for (

Humboldt COE - Eureka

1. Site Info

2. Workshop Detail

3. Services Offered

4. Languages

5. Workshop Description

Start Time *

End Time *

Workshop Date *

hh:mm am/pm

hh:mm am/pm

Number of planned Computers * Anticipated Students *

Number of Planned Computer:

Anticipated Students

New Volunteers *

Volunteers *

Maximum Site Capacity*

New Volunteers

Volunteers

Maximum Site Capacity

Open to the community

Previous

Next

Cancel

a.

b. Here you can select if the workshop will be open to the community or not.

6. Select the services that will be provided at the workshop

Create Workshop

RCO

Organization

Far North - California Student Aid Commission Cash for (

Humboldt COE - Eureka

1. Site Info

2. Workshop Detail

3. Services Offered

4. Languages

5. Workshop Description

☐ ADA (Americans with Disabilities Act)
 ☐ ASL (American Sign Language)
 ☐ FAFSA on the Web worksheet presentation

☐ Cal Grant and other financial aid overview
 ☐ AB540/CA Dream Act assistance
 ☐ Financial literacy training

☐ Income tax assistance
 ☐ Orphan/Foster Youth
 ☐ Refreshments

☐ Child Care
 ☐ Other Services

Previous

Next

Cancel

a.

7. Select the languages that help will be provided in at your workshop
8. Provide a workshop description
9. Click “Finish”
10. You should be able to view all created workshops on the “workshops” page.

Cash for College Workshops

Number of Planned / Registered Students

Show entries

Search: [Copy](#) [CSV](#) [Excel](#) [PDF](#) [Print](#)

Showing 1 to 10 of 15 entries

Workshop ID	Program Year	Site Name	Organization Name	RCO	Workshop Date	Workshop Time	Status	Number of planned Students	Actions
10050	2020-2021	Eureka High School	Humboldt COE - Eureka	Far North - California Student Aid Commission Cash for College Statewide Office	10/1/2020	2:00 PM - 6:30 PM	Not Launched	50	Detail
10052	2020-2021	Fortuna High School	Humboldt COE - Eureka	Far North - California Student Aid Commission Cash for College Statewide Office	10/2/2020	2:00 PM - 5:00 PM	Not Launched	50	Detail
10053	2020-2021	McKinleyville High School	Humboldt COE - Eureka	Far North - California Student Aid Commission Cash for College Statewide Office	10/6/2020	1:00 PM - 7:30 PM	Not Launched	50	Detail
10054	2020-2021	Arcata High School	Humboldt COE - Eureka	Far North - California Student Aid Commission Cash for College Statewide Office	10/14/2020	3:00 PM - 6:00 PM	Not Launched	50	Detail
10055	2020-2021	Del Norte High School	Humboldt COE - Eureka	Far North - California Student Aid Commission Cash for College Statewide Office	10/23/2020	5:00 PM - 7:30 PM	Not Launched	50	Detail
10056	2020-2021	Hoopa Valley High	Humboldt COE - Eureka	Far North - California Student Aid Commission Cash for College Statewide Office	10/29/2020	1:00 PM - 7:30 PM	Completed	30	Detail
10057	2020-2021	McKinleyville High School	Humboldt COE - Eureka	Far North - California Student Aid Commission Cash for College Statewide Office	1/19/2021	2:00 PM - 6:00 PM	Approved	50	Detail
10078	2020-2021	Academy of the Redwoods	Humboldt COE - Eureka	Far North - California Student Aid Commission Cash for College Statewide Office	10/16/2020	9:30 AM - 12:00 PM	Completed	50	Detail
10079	2020-2021	Ferndale High School	Humboldt COE - Eureka	Far North - California Student Aid Commission Cash for College Statewide Office	10/20/2020	12:30 PM - 4:00 PM	Completed	30	Detail
10080	2020-2021	Fortuna High School	Humboldt COE - Eureka	Far North - California Student Aid Commission Cash for College Statewide Office	1/13/2021	1:00 PM - 3:00 PM	Approved	50	Detail

Previous 1 2 Next

- a.
- b. All workshops will be assigned a Workshop ID, which will be used for sign-in sheets later and to launch the workshop.
- c. Workshop status will be “Pending” for a few days before the workshop is approved.
- d. You can click on the red “detail” button to see workshop details and people who have registered for them. From here you can also edit the workshop details.

Log out

View Workshop Info

Home / Workshop / View Workshop info

[Download Brochure](#)

Site Info

Workshop ID: 10057

Site Name: McKinleyville High School

Type Of Organization: High School

- Address Line 1:** Virtual Workshop
- Address Line 2:**

City: McKinleyville **County:** Humboldt **State:** CA **Zipcode:** 95519

Phone: (707) 839-4412 Ext:

Workshop Description

<https://zoom.us/join?secret=UJasd-yoqD0shfNCtpN/eVDvHlWphSoeOlmn2>

Workshop Detail

Sess Date: 01/19/2021 **Start Time:** 2:00 PM **End Time:** 6:00 PM

Number Of Planned Computers: 50 **Anticipated Students:** 50 **New Volunteers:** 0 **Volunteers:** 6

Maximum Site Capacity: 100

Services Offered:

- ADA (Americans with Disabilities Act)
- Caf Grant and other financial aid overview
- Income tax assistance
- FAS/Sk on the Web worksheet presentation
- AB540/CA Dream Act assistance
- Foster youth assistance

Languages:

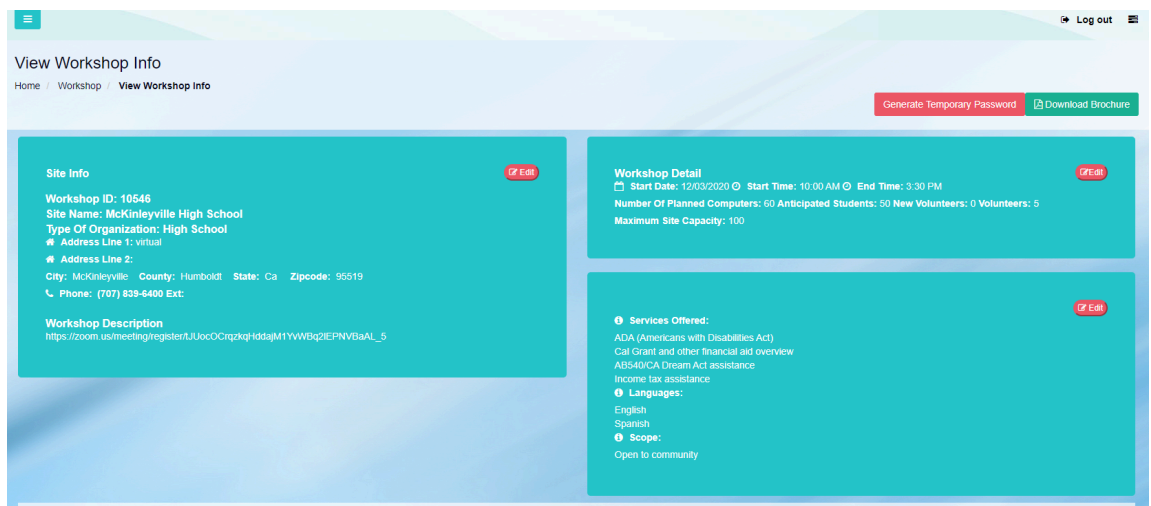
- English
- Spanish

Scope:

- Open to community

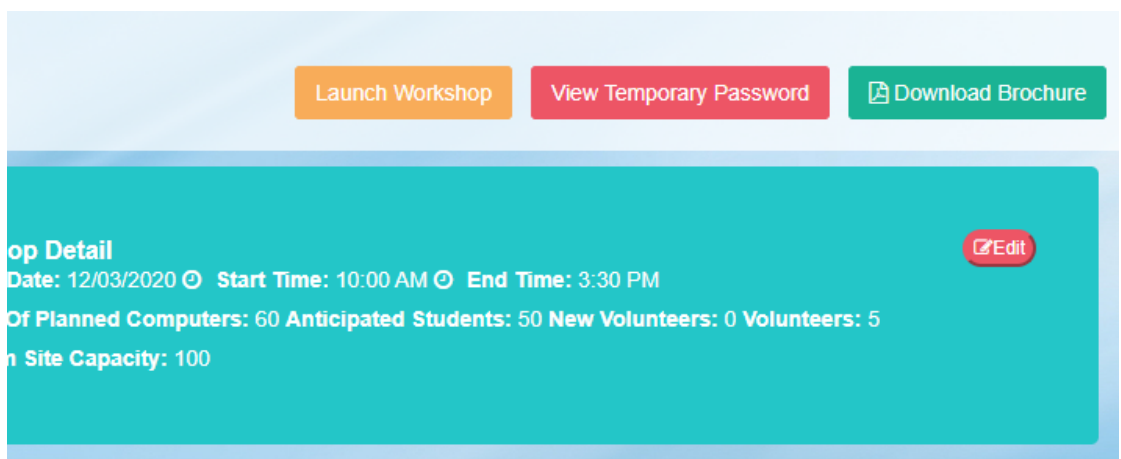
Launching Workshops:

1. Within 24 hours of the workshop start time, you can launch the workshop. Launching the workshop is particularly important for virtual workshops because that's how CSAC confirms they happened. For normal in person workshops, launching the workshop allows students to access the links and event survey.
2. To launch the workshop, go to the “detail” page of the workshop you are trying to launch. You should see a red button that says “generate temporary password” in the upper right corner beside the “download brochure” button. Once you click it, it will generate a temporary code that you can use to launch the workshop.






a.

3. A new button will appear that says “Launch Workshop”



a.

4. The website will then take you to a sign in page where you finish launching the workshop by putting in the workshop ID and the temporary code.

  California Student Aid Commission 

[Home](#) | [Student](#) | [CSAC](#) | [Organization](#) | [Login](#) | [Privacy Policy](#)


[Home](#) | [Launch the Workshop](#)

Host Login

Please provide the Workshop ID and Temporary password to start workshop

Workshop ID

Temporary Password


Refresh
Input symbols

Login

a.