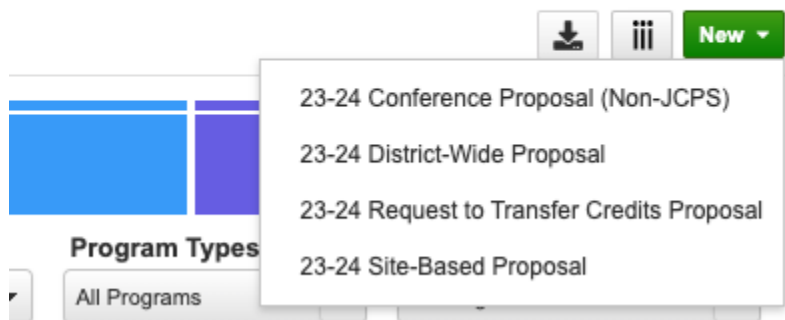## Tips for Inputting PD Proposals (Using a Computer and Chrome)

On the right hand side choose the green button that says New. Choose **Site-Based**, **District-Wide, Conference** or **Request to Transfer.**

Every part of the proposal requires information.

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1. Use the Naming Protocol when filling out the **Title**.

2. The **Description** should list purpose, topics, and context.

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3. If your event is happening multiple times, change from **Single** to **Multiple**

4. If you want to add different credit options, do not put it on the same line. Click on **Add credit options** to add credit options to different lines.

Tips for Inputting PD Proposals (Using a Computer and Chrome)

5. Do participants get credit for the **whole event** or **per time slot attended**?

If you choose credit for the whole event, they will not receive credit until the entire event is completed.

6. Do participants need to attend the **whole event, any time slot,** or **just one time slot.**
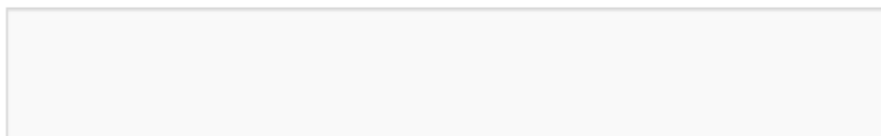
7. If you choose multiple with more than one credit option, you must put the credit option for each time.

8. It is very important to add all presenters to the presenter section, so that they can help manage and facilitate the PD.

9. In **Intended Outcomes,** include what you will use to measure outcome and growth and what kinds of growth you will look for?

10. The person inputting the PD is already a contact. This is where you should add the facilitator or any outside collaborators that could answer questions before or after the event.

*FOR QUESTIONS REGARDING THIS EVENT, PLEASE CONTACT:

11. The following question will ensure that you have taken into account all people that will be attending your session.

HOW WILL YOU ENSURE THAT STAFF FROM ALL BACKGROUNDS, RACES, AND ABILITIES ARE CONSIDERED IN YOUR DESIGN?

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12. If people are enrolling themselves in your session, you want to consider the **Enrollment Deadline** and what makes sense for your event.

○ No

Seven days before start of event/slot
One day before start of event/slot
One hour before start of event/slot
✓ Start of event/slot
End of event/slot
Specified date and time

Event Approvals:

Enrollment Deadline:

Feedback:

Credits Approved:

13. Choose the **Feedback** form that makes the most sense for your session:

Feedback:
✓ General Feedback
Book Study Feedback
EILA Feedback
Conference/Institute/Symposium

dits Approved:

Publish To:

14. A common issue in proposals is not limiting who should be in **Publish To**. By default, all proposals are seen districtwide. Many times that is not the best choice.

Publish To: District

Tips for Inputting PD Proposals (Using a Computer and Chrome)

**When you submit your proposal, the PD office will review it. If there is an issue, you will get an email to resubmit it. Be sure you read what it is you need to edit (via the email) before you resubmit it.

**If your proposal has been sent back to you or is in your draft folder, the PD Office cannot see it.