HOW TO SUBMIT AN "OUT OF DISTRICT" EVENT IN KICKUP FOR PROFESSIONAL LEARNING

Please follow these steps **AFTER** attending an out-of-district professional learning event (conference, workshop, etc.)

This process allows you to confirm (and "get credit" for) your professional learning **AFTER** attending an out-of-district event. Once you submit your professional learning event and attach a certificate of attendance or conference agenda, your building principal or supervisor will be automatically notified. You will receive an email notification when your supervisor approves, denies, or comments on your submission. Please contact your supervisor with any questions.

ENTERING YOUR PROFESSIONAL LEARNING EVENT

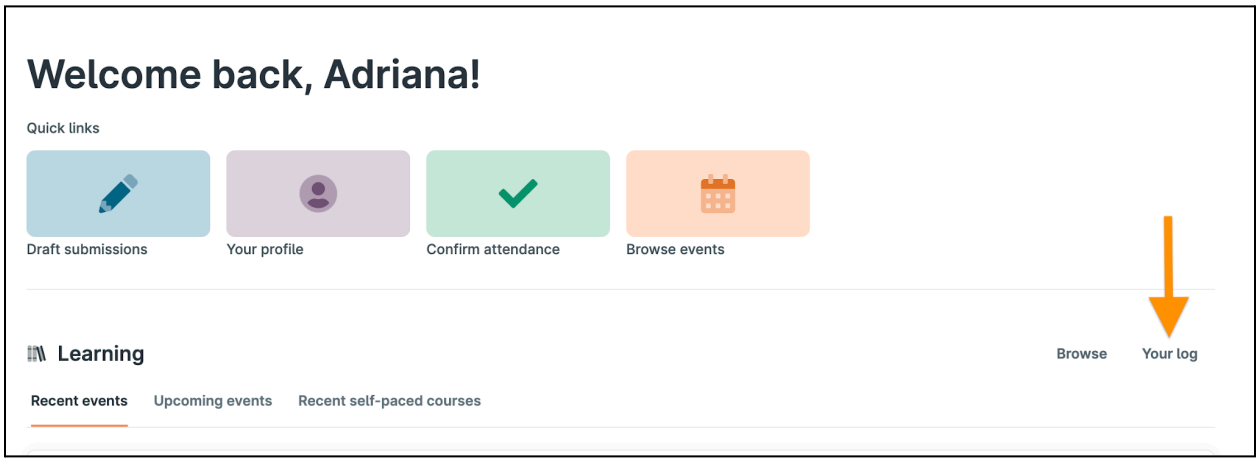
If you are seeking approval **BEFORE** registering for or attending an event, please do NOT start with this form. You would first need to complete Manassas Park City School's Advanced Travel Form, which can be found by logging into KeyNet Employee Portal, and submit it to your building principal or supervisor to seek pre-attendance approval. Once you are approved to attend and have attended the event, you will log into KickUp (using ClassLink) to log your experience and receive professional learning points.

For specific questions regarding your request or approval, please contact your building principal or supervisor.

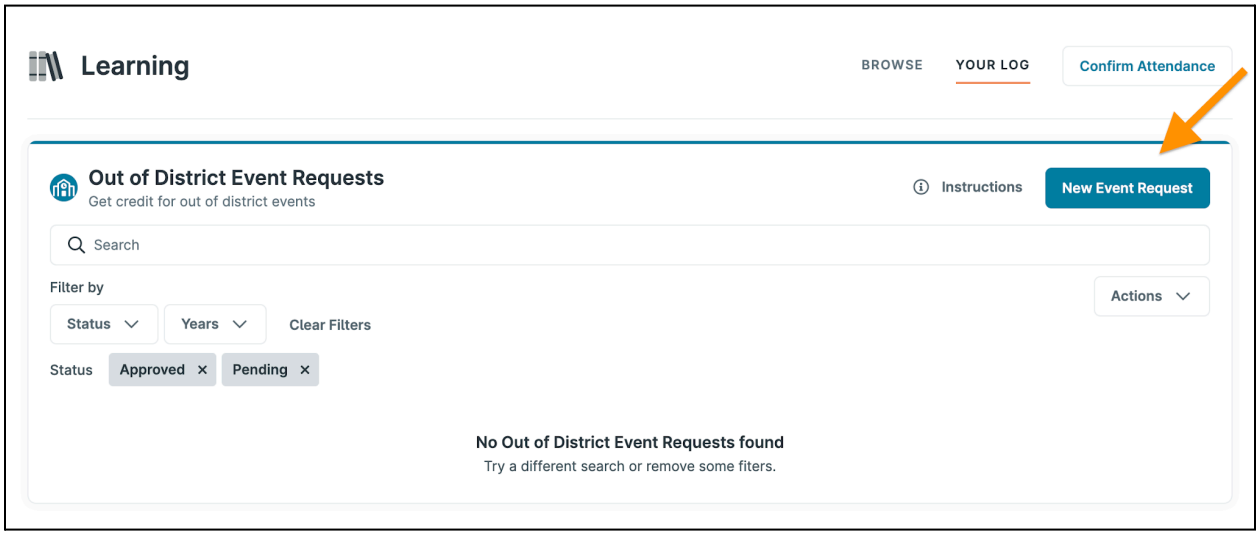
Complete steps 1 through 5 listed below:

1. Log in to KickUp (using ClassLink)

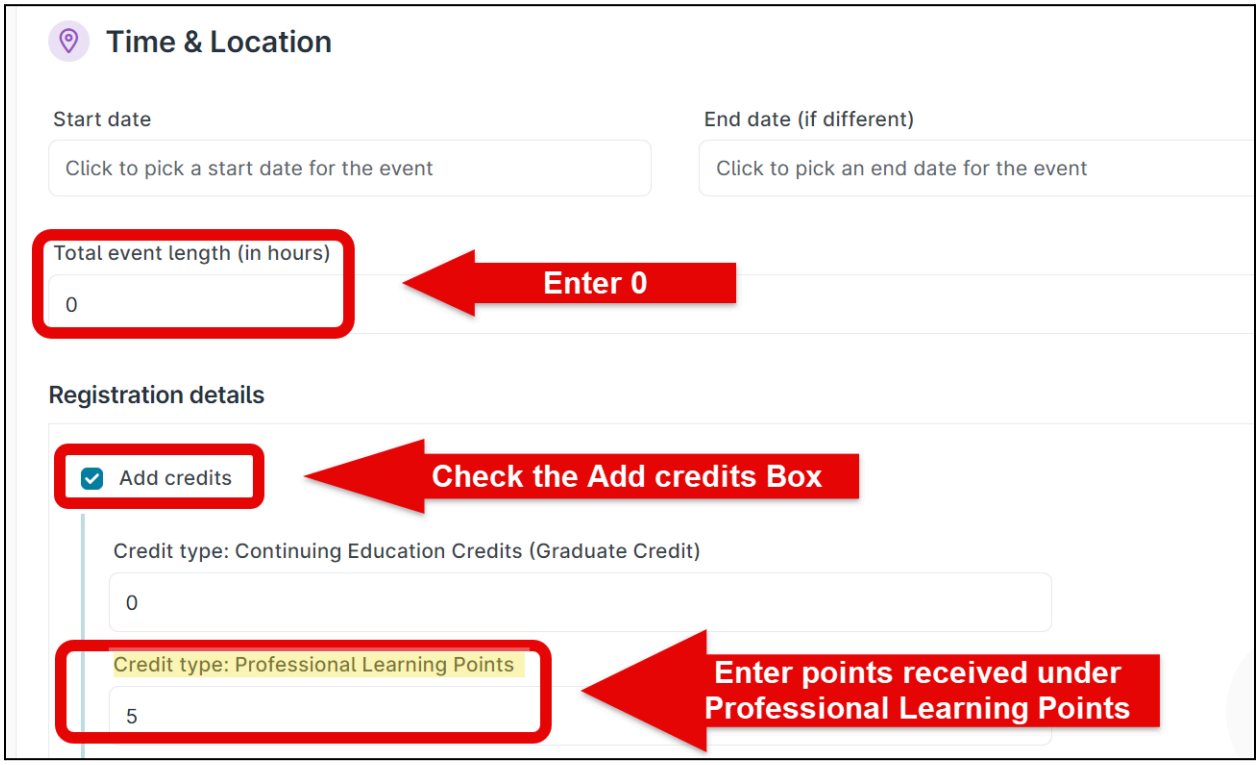
2. Begin the process of submitting an event by clicking on "Your Log". See screenshot below.



3. From Your Log, click on the "New Event Request" button.



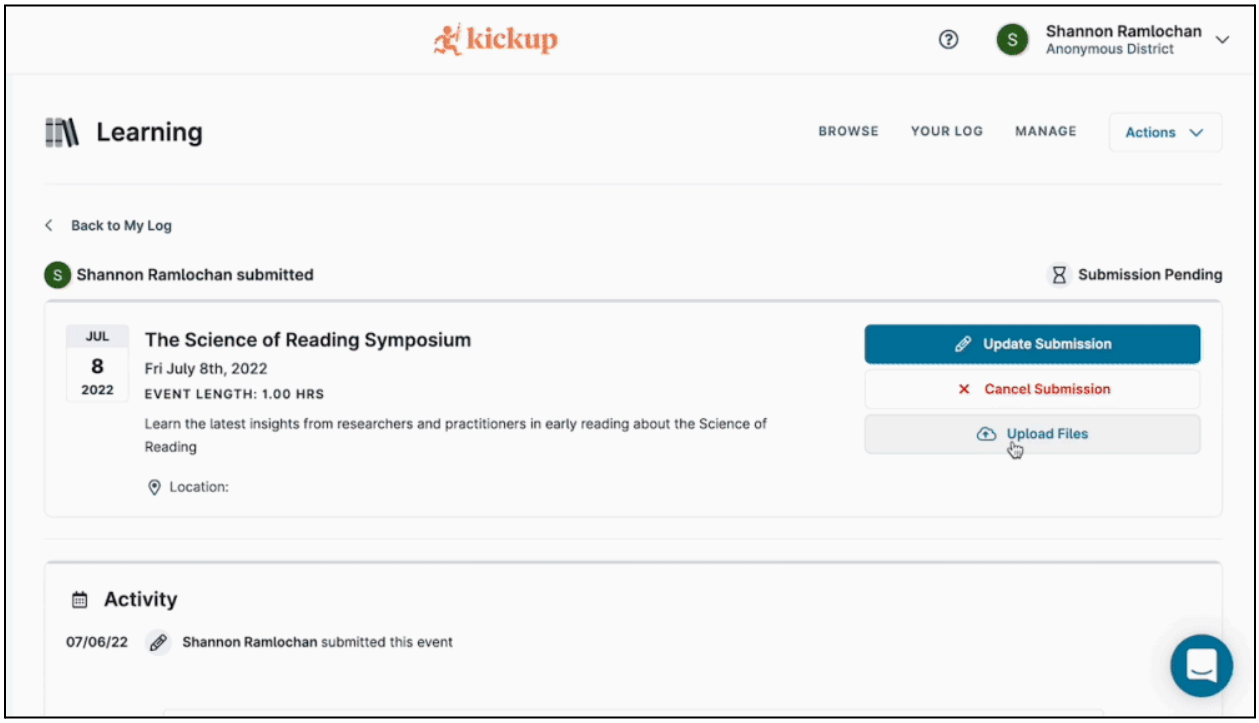
4. Enter the event name, detailed event description, and start and end dates.
5. For “Total Event Length”, enter “0”. Then, in the next section, “Registration Details”, please click the “Add Credits” button, and enter the total number of **Professional Learning Points** you received for the event (refer to the certificate you received; if points are not listed, as a general rule, count one hour as one point, including the keynotes and workshops you attended, but not including lunch or break time. Enter this information in the “**Professional Learning Points**” box. See screenshot below.



6. **Please leave the reimbursement field blank.**

7. Click “Submit Request” Button

8. Once you’ve submitted the request, click the button marked “Upload Files” and follow the instructions for uploading files. If you navigated away from this area prior to uploading a file, go back into KickUp to locate the request you submitted, and click on it. Then click “Upload Files” to attach your certificate and/or proof of attendance. Once you’ve uploaded a file, it will appear in the activity stream at the bottom of the event page where you and your district administrators are able to view and download any files submitted for that event. See screenshot below. Once finished uploading, click “Update Submission” to add it to your request.



Please Note: Uploaded certificates must include date(s) and hours. If a certificate is not available, you must attach official documentation from the organizers of the event about the type of learning, date(s), and awarded hours. This might include programs, agendas, activity logs, etc.

Once your submission has been published, your supervisor will be automatically notified. It will be listed as “Pending”. You will receive an email notification when your supervisor approves, denies, or comments on your submission. Please contact your supervisor with any questions.