

# Make Life Easier for Lifelong Learners: Use Event Codes

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**The Event Code feature** of the Lifelong Learning Registry is designed to streamline the process for ministers reporting participation in a sponsored lifelong learning event (such as a district training day or for a conference sponsored by a local church on your district). When the user applies the Event Code (a six- or eight-digit code), all of the information needed to add the event to the user's lifelong learning record appears. This makes it easier and quicker for the user to update his or her lifelong learning record.

With the level of administrative rights you have been granted, you have authority to **set up Event Codes for lifelong learning events**. When you set up the event, you must enter the maximum number of lifelong learning hours that a participant can receive if attending all sessions. However, participants will have to enter for themselves the total number of hours for the event. The reason is that it is rare for all participants to attend all sessions of a given event (due to travel delays, early departures, skipping sessions, etc.). So, we want participants to enter the number of hours in which they actually participated.

Below are some of the key elements to communicate to event participants so that those who are Nazarene clergy can report their lifelong learning hours for the event using a Lifelong Learning Registry (LLR) Event Code:

- Be sure you have created an Event Code using the Lifelong Learning Registry “Event Templates” tool. In many cases we can grant administrative rights to the Registry to someone from your office to create Event Codes for future events.
- Communicate the Event Code to event participants.
  - Include the Event Code in the printed event program/event agenda, if any. *This is most helpful since a program provides the schedule information participants will need to calculate the number of lifelong learning hours they should enter when reporting their participation.*

NOTE: Hours may vary by participant since some may arrive late, depart early, or miss a portion of an event.

- Include with the Event Code a note about the maximum number of learning hours for the event (assumes all sessions are attended). *It is helpful to design the event program/event agenda in a way that makes it clear which schedule elements qualify as lifelong learning.*

FOR EXAMPLE: If you break for meals, the meal time would not be included in the lifelong learning hours total; however, if the meal is a banquet with a keynote speaker, this timeframe in whole or in part would appropriately be included in the total number of lifelong learning hours for the event.



- Invite participants to report their participation on the Lifelong Learning Registry. *Provide participants the information they need to login in to their Lifelong Learning Registry account, or to establish an account if they have not done so already. The site address is <http://learning.nazarene.org>*
- Provide basic instruction to participants on how to enter the Event Code to quickly update their Lifelong Learning record on the Registry.

*FOR EXAMPLE:*

To update your lifelong learning record, login in the Lifelong Learning Registry (<http://learning.nazarene.org>), select “Add Record” and enter the Event Code [INSERT CODE HERE] in the space provided. Then, scroll down the page and enter the number of lifelong learning hours you wish to report based on your actual participation in the event. Finally, select “Create” at the bottom of the page. The event will appear in your record.

