

MY SPONSOR: How To Get Started



OREGON
DEPARTMENT OF
AGRICULTURE

STEP 1

Go to <http://oda.direct/mysponsor>

STEP 2

Set up your My Sponsor account.

- Click “click here to register.”
- Provide your information in the fields provided.
- When finished, click “Create Profile” button.

Note: You do not need to be an event or course sponsor to set up a My Sponsor account. You can set up an account and manage one or more sponsors from a single account as a coordinator, if desired.

First time user, [click here to register](#).

Forgot password? [click here to reset](#).

Do not remember your UserID, [click here to re-register](#).

The login form is titled "My Sponsor". It features two input fields: "Username" with a person icon and "password" with a lock icon. Below the password field is a checkbox labeled "Remember username" and a help icon. A blue "Sign In" button is at the bottom.

[Back](#)

Create User Profile

Create User Profile.
When information has been entered, then click the "Create Profile" button.

* Denotes Required Field

* UserID

* Password

* Confirm Password

At least 8 characters. At least 1 number. Cannot be UserID.

* First Name

* Last Name

* Phone No.

* Email

* Confirm Email

[Create Profile](#)

STEP 3

Create or add a sponsor profile to your account

- From the Home page, click “Account Settings.”
- If you’ve submitted events/courses to ODA using our PDF forms previously, click “Add/Edit an Existing Sponsor” link. Please skip to step 4B.
- If this is your first time submitting events/courses to ODA, click “Create a New Sponsor.” Please skip to step 4A.

Note: Adding an existing sponsor record to your account allows you to view and duplicate events and courses that you have previously had accredited by ODA. This is intended to make submitting events that are similar quick and easy (e.g. same training at different locations or on different dates).

The dashboard header shows "OR Department of Agriculture - MySponsor" and a user profile icon for "jdoe". The left sidebar contains links: Home, Account Settings, New Event or Course, My Events and Courses, and Submit Attendance Re... The main content area displays a welcome message for "John (JDOE)" and a list of links: Change Password, Add/Edit an Existing Sponsor (Note: This will let you see events and courses from the last 2 years), Remove Sponsors Associated with Your Profile, and Create a New Sponsor.

STEP 4 A

Create a New Sponsor Record

Provide your information in the fields provided.

1. When finished, click “Add New Sponsor” button.
2. When complete, sponsor record will display in the “Approved Sponsor List” table at the bottom of the page.
3. You are now ready to create a New Event or Course. Please click on this on the main menu (left-hand side of screen) to get started.

OR Department of Agriculture - MySponsor
jdoe

Home
Account Settings
New Event or Course
My Events and Courses
Submit Attendance Re...

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Add Sponsor

Organization Name
Pest Management LLC

First Name
John

Last Name
Doe

Company Address1
635 Capitol Street NE

Company Address2

Company City
Salem

Company State
OR

Company Zipcode
97301

Company Country
United States

Sponsor Phone
5555555555

Sponsor Email
john.dow@gmail.com

1.
Add New Sponsor

2. Approved Sponsor List

Sponsor First Name	Sponsor Last Name	Company Name	Company Address1	Company Address2	Company City	Company State	Request Date	Approved Date	Last Date Event Was Approved
JOHN	DOE	PEST MANAGEMENT LLC	635 CAPITOL STREET NE		SALEM	OR	05/12/2021	05/12/2021	

OR Department of

Home
Account Settings
New Event or Course
My Events and Courses
Submit Attendance Re...

STEP 4 B

Add Existing Sponsor Record

- Provide any combination of Organization name, First name, or Last name.
- Press “Search Sponsor” button to search for existing sponsor records.
- When you’ve found your sponsor record, click on the hyperlinked name to request the sponsor be added to your profile.
- An email is automatically sent to the email address that ODA has on file for that sponsor. The sponsor can then follow the link provided in that email to approve the request.
- Once approved, you are now ready to:
 - » Create a New Event or Course (see main menu on left-hand side of the screen), or
 - » Duplicate and edit a previously accredited event or course (see “My Events and Courses” in main menu, then click “Approved for Credit” button). Note: The button to duplicate is located on the far-right hand side of the table. A duplicated event or course is saved under “Drafts”.

OR Department of Agriculture - MySponsor

Home

Account Settings

New Event or Course

My Events and Courses

Submit Attendance Re...

Back

Request Sponsor Approval

Please enter the company name where the sponsor works or is a sponsor for.
Or enter the first and/or last name of the sponsor. Please enter at least 3 characters.

Organization Name

First Name

Last Name

Search Sponsor

Clear

Sponsors Found

Click the name that you want to request to add. The list shows anyone who has requested an event/training with ODA in the last 24 months. Please select the newest one.

No Sponsors Found

If After the search you do not find a Sponsor you can add it by following the link [Request A Brand New Sponsor from the Account Settings.](#)

OR Department of Agriculture - MySponsor

Home

Account Settings

New Event or Course

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Submit Attendance Re...

Back

Request Sponsor Approval

Please enter the company name where the sponsor works or is a sponsor for.
Or enter the first and/or last name of the sponsor. Please enter at least 3 characters.

Organization Name

First Name

Last Name

Search Sponsor

Clear

Sponsors Found

Click the name that you want to request to add. The list shows anyone who has requested an event/training with ODA in the last 24 months. Please select the newest one.

row(s) 1 - 9 of 9

	Sponsor First Name	Sponsor Last Name	Company Name	Company Address1	Company Address2	Company City	Company State	Last Date Event Was Approved
3954	COLTON	BOND	OREGON DEPARTMENT OF AGRICULTURE	635 CAPITOL STREET NE		SALEM	OR	05/12/2021

STEP 4 B

OR Department of Agriculture - MySponsor

- Home
- Account Settings
- New Event or Course
- My Events and Courses
- Submit Attendance Re...

Sponsors Found

Click the name that you want to request to add. The list shows anyone who has requested an event/training with ODA in the last 24 months. Please select the newest one.

No Sponsors Found

If After the search you do not find a Sponsor you can add it by following the link [Request A Brand New Sponsor](#) from the Account Settings.

Pending Approval Sponsor List

Sponsor First Name ↑↓	Sponsor Last Name	Company Name	Company Address1	Company Address2	Company City	Company State	Request Date	Approved Date	Last Date Event Was Approved
COLTON	BOND	OREGON DEPARTMENT OF AGRICULTURE	635 CAPITOL STREET NE		SALEM	OR	05/12/2021		05/12/2021

Sponsor Has Been Added To The Pending Approval List. A Request Has Been Sent To The Sponsor For Approval.

OR Department of

- Home
- Account Settings
- New Event or Course
- My Events and Courses
- Submit Attendance Re...

OR Department of Agriculture - MySponsor

- Home
- Account Settings
- New Event or Course
- My Events and Courses
- Submit Attendance Re...

My Events & Courses

Drafts

Last 12 months

Pending Review

Submitted To ODA - Pending Review.

Approved for Credit(s)

Accredited Events and Courses (last 24 months)

STEP
4
B

OR Department of Agriculture - MySponsor

Home

Account Settings

New Event or Course

My Events and Courses

Submit Attendance Record

Drafts (last 12 months)

These are drafts that have not yet been submitted to ODA for accreditation.

1 - 1

		Status	Session Type	Event ID	Title Title	Start Date	End Date	City or Online Platform	State	Sponsoring Organization	Sponsor First Name	Sponsor Last Name		
View/Edit	Submit	Draft	On Demand	44343	MANEJAR LA DERIVA DE LA PULVERIZACIÓN PARA MINIMIZAR LOS PROBLEMAS	11/01/24				OREGON DEPARTMENT OF AGRICULTURE	COLTON	BOND	Duplicate	Delete