MY SPONSOR: How To Get Started



STEP 1

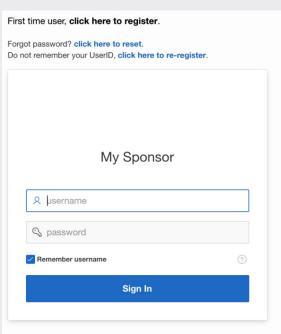
Go to http://oda.direct/mysponsor

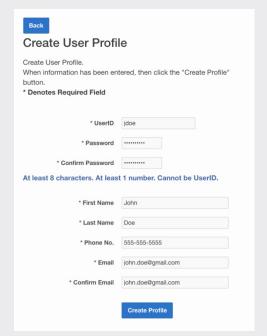
STEP **2**

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.



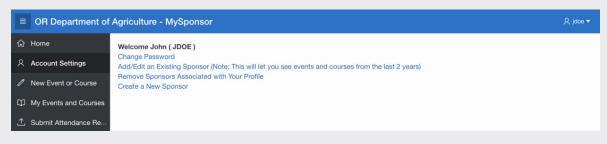


STEF **3**

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).



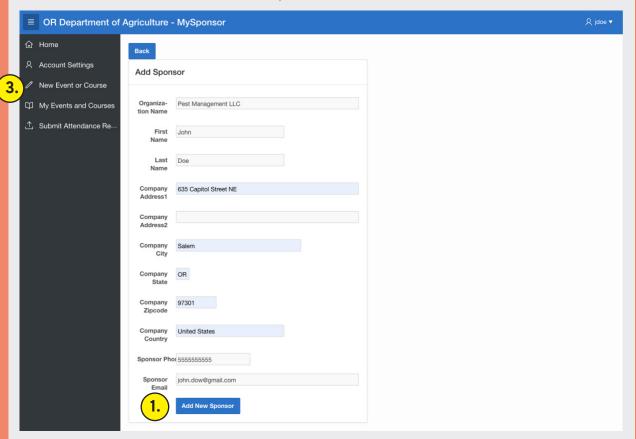
STEF

4 A

Create a New Sponsor Record

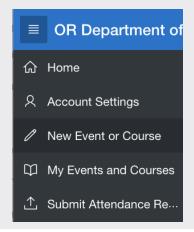
Provide your information in the fields provided.

- . 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.



2. Approved Sponsor List

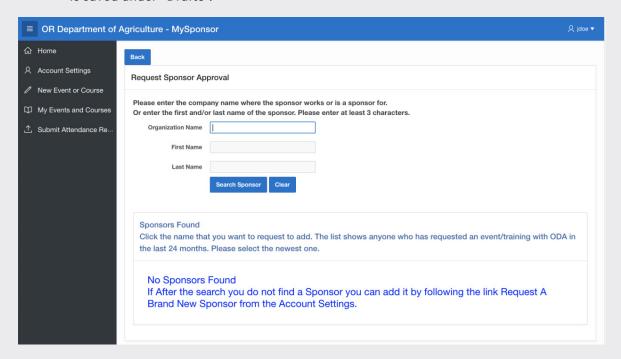
Sponsor First Name	Sponsor Last Name	Company Name	Company Address1	Company Address2	Company City	Company State	Request Date	Approved Date	Last Date Event Was Approved
JOHN	DOE	PEST MANAGEMENT LLC	635 CAPITOL STREET NE		SALEM	OR	05/12/2021	05/12/2021	

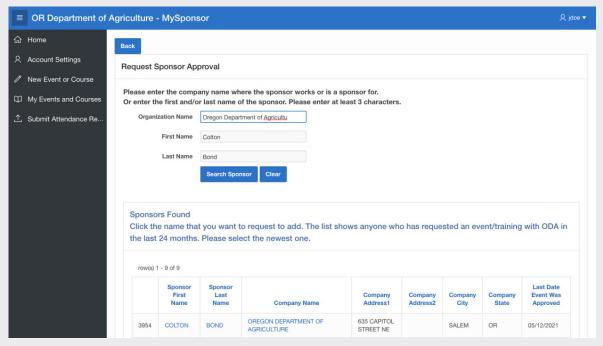


4 **A**

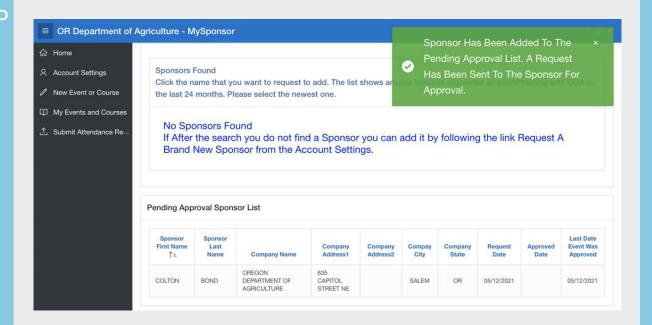
Add Existing Sponsor Record

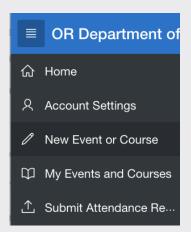
- Provide any combination of Organization name, First name, or Last name.
- Press "Search Sponsor" button to search for existing sponsor records.
- When you've found your sponsor record, click on the hyperlinked name to request the sponsor be added to your profile.
- An email is automatically sent to 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".

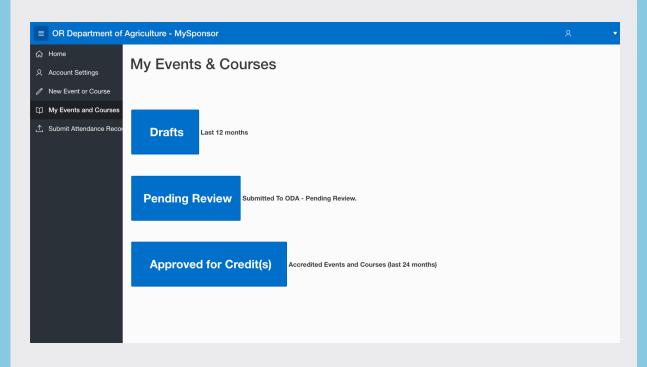




STEI **4**







4 **B**

