

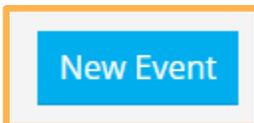
RPBD Event Entry Instructions for RPBD Specialist

INSTRUCTIONS

1. Log into [Develop](#).
2. Select **RPBD Event Entry** from the left-hand navigation menu.



3. Click **New Event**.



4. If one or more additional RPBD Specialist(s) worked on an Event, click **+RPBD Specialist**. Enter the name(s) or ID(s) of the RPBD Specialist(s). Continue until all RPBD Specialist(s) present are added, then click **Continue**.



5. Use the search filters to find the Organization(s) participated in this Event.

RPBD Event Entry Instructions for RBPB Specialist

NOTE: It is most accurate to search by Organization ID or License number. We recommend searching by those ID numbers whenever possible.

- a. Enter in the information in the search field and click on **Search**.

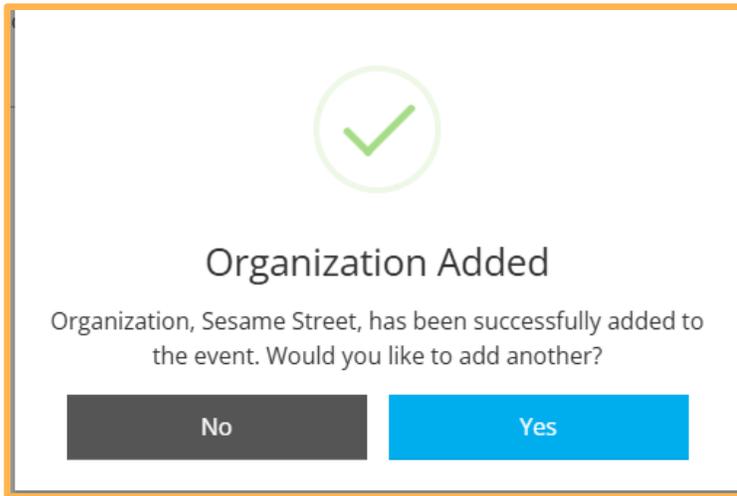
The screenshot shows a search interface titled "Select Recipient Organizations". It features several search criteria: "Organization ID" with the value "148580", "Type" with a dropdown menu set to "Filter by Type", "License Number" with a search field containing "Search by License Number", and "Region" with a dropdown menu set to "Filter by Region". At the bottom, there is a search field for "Organization Name or Contact Name" with the placeholder text "Search Organization Name or Contact Name". A red box highlights the "Search" button, which is located next to a "Reset" button.

- b. When the correct Organization is found, click **Select**.

The screenshot shows the search results for the organization #148580, "Sesame Street". The results are sorted by "Name" in "Ascending" order. The organization details include: "Status Registered / Created on 02/25/2025", "Address 123 Sesame Street / City Saint Paul / State MN", and "Contact Big Bird". A red box highlights the "Select" button in the top right corner of the result card.

RPBD Event Entry Instructions for RBPB Specialist

- A pop-up window will display asking to add another Organization to the Event. Click **No** if only one Organization participated in the Event. Click **Yes** if more than one Organization participated in the Event.



- If **Yes** is selected, complete steps 5 and 6 until all Organizations have been entered.

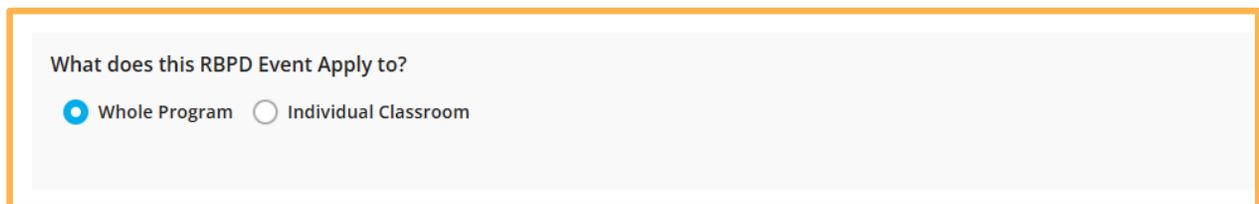


- Confirm the correct program(s) have been selected. Click **Continue**.



- More than one option may display to choose whether the RBPB Event applies to the Whole Program or an Individual Program. This option appears only if the program has entered Classrooms in its Organization Profile.

For example: Select **Individual Classroom** if the Organization receiving the RBPB was a child care center and only one classroom teacher was in attendance. Otherwise, select **Whole Program**.



RPBD Event Entry Instructions for RBPB Specialist

NOTE: If there are no Classrooms listed in the Organization profile the only choice available will be Whole Program.

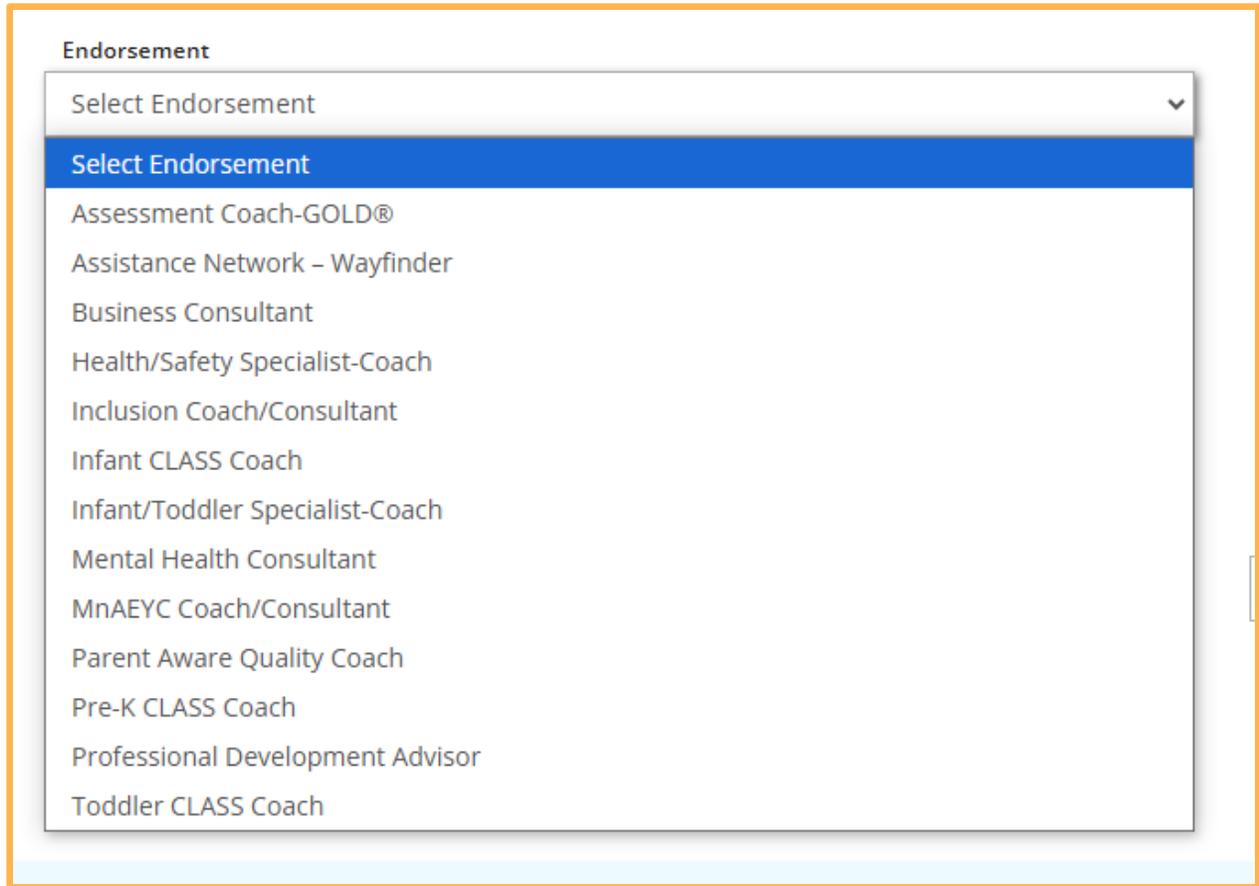
If there should be classrooms and it has not yet been set up (new to Parent Aware or first time participating in Building Quality or Full-rating pathway, the program should work with their coach. This is to make sure that if an RBPB event is entered before classrooms are set up, the event could be applied to the whole program.

See example screen shot below.

The screenshot shows a web interface for an RBPB Specialist. At the top, there are two tabs: 'RBPB SPECIALIST' and 'ORGANIZATION'. The main content area is titled 'Recipient Organization Entry'. Below this, the organization's details are listed: ID #148580, name 'Sesame Street', status 'Registered', and creation date '02/25/2025'. The address is '123 Sesame Street / City Saint Paul / State MN'. There is a link to 'Contact Big Bird'. A dropdown menu is open, asking 'What does this RBPB Event Apply to?' with 'Whole Program' selected. At the bottom of the page, there is a '+ Recipient Organization' button and a '< Previous' button.

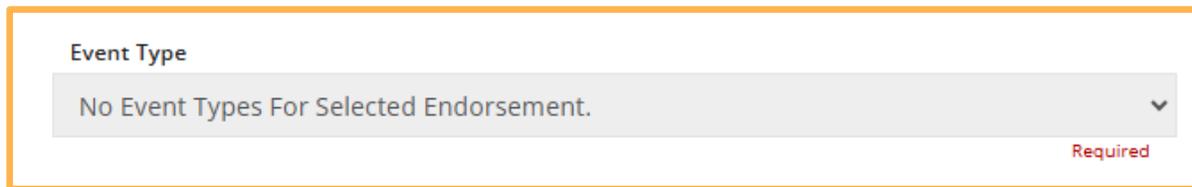
8. Use the drop-down menus to select the correct options, based on the RBPB services provided.
 - a. Endorsement: if an RBPB Specialist holds more than one Endorsement, multiple options will be displayed. Select the type of RBPB work conducted during the visit.

RPBD Event Entry Instructions for RBPB Specialist



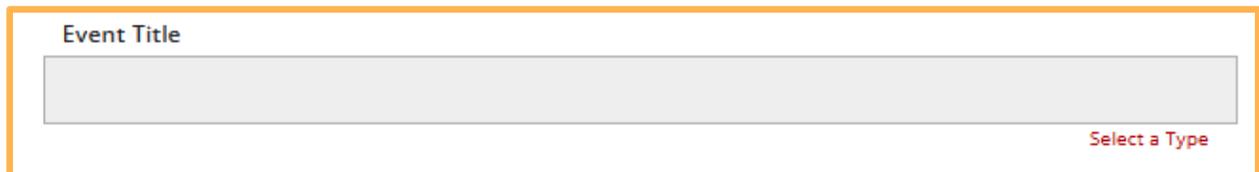
The screenshot shows a dropdown menu titled "Endorsement". The menu is open, displaying a list of options. The top option is "Select Endorsement" with a downward arrow. Below it is another "Select Endorsement" option, which is highlighted in blue. The remaining options are: "Assessment Coach-GOLD®", "Assistance Network – Wayfinder", "Business Consultant", "Health/Safety Specialist-Coach", "Inclusion Coach/Consultant", "Infant CLASS Coach", "Infant/Toddler Specialist-Coach", "Mental Health Consultant", "MnAEYC Coach/Consultant", "Parent Aware Quality Coach", "Pre-K CLASS Coach", "Professional Development Advisor", and "Toddler CLASS Coach".

- b. Event Type: the options populate in the drop-down list and will be based on the Endorsement selected. If there is more than one option, select the best option based on the Event that was conducted.



The screenshot shows a dropdown menu titled "Event Type". The menu is open, displaying a single option: "No Event Types For Selected Endorsement." with a downward arrow. The text "Required" is visible in red at the bottom right of the dropdown.

- c. Event Title: the options populate in the drop-down list and will be based on the Event Type selected. If there is more than one option, select the best option based on the Event that was conducted.



The screenshot shows a dropdown menu titled "Event Title". The menu is open, displaying a single option: "Select a Type" with a downward arrow. The text "Select a Type" is visible in red at the bottom right of the dropdown.

- d. Event Date: the date the Event occurred.

RPBD Event Entry Instructions for RBPD Specialist

Event Date

Required

- e. Service Delivery: how the visit was conducted.

NOTE: Based on the type of **Endorsement** and **Event Type** the options in the drop-down list will vary.

Service Delivery

Required

- f. Duration: length of the visit. Must be between 15 minutes and 8 hours, in 15-minute increments.

Duration

Required

- g. Topics: the content that was discussed during the Event.

NOTE: Based on the type of **Endorsement** and **Event Type** the options in the drop-down list may vary.

Topics

Required

- h. Contact Info: this pre-populates with the information that was entered in the RBPD Specialist application. It will appear to those with access to the RBPD Event, including the programs that participated in the Event. Information changed here will apply to this Event only. To change the information that appears in all RBPD Events, update the RBPD Specialist profile.

RPBD Event Entry Instructions for RBPB Specialist

Contact Info [?](#)

This contact information will be visible to organizations and can be edited per event.

| | | |
|-------------------------------------|--|---------------------|
| Contact Name Big Bird | Email Address nwnstestmk+bigbird@gmail.com | |
| Address 123 Sesame Street | | |
| City Saint Paul | State MN | Zip 55112 |
| Phone +1 (651) 431-2000 | Fax +1 e.g. (201) 555-0123 | Website |

- i. Knowledge and Competency Framework Areas: the available Area(s) and Sub-Area(s) to select from are based on the **Endorsement** and **Event Type** selected. If there is more than one Area, the hours can be split between one or more Areas. The hours entered by KCF Area(s) must add up to the total number of Event hours.

Knowledge and Competency Framework [?](#)

Knowledge and Competency Framework hours are required and must add up to the total hours entered for the event duration.

| | |
|--|--------------------------------------|
| I: Child Development and Learning | |
| I.D: Cultural Responsibility and Practice | |
| II.A: Creating Positive Learning Experiences | |
| II.B: Promoting Cognitive Development | |
| II.C: Promoting Social and Emotional Development | Hours <input type="text"/> |
| II.D: Promoting Physical Development | |
| II.E: Promoting Creative Development | |
| II.F: Cultural Responsibility and Practice | |

- j. Click **Save and Review**.



9. A summary page will display with the information entered. Click **Manage** to edit the information as needed for each section.

RPBD Event Entry Instructions for RBPB Specialist

RPBD Specialists Manage

#174884
Big Bird (Primary RBPB Specialist)
✉ Email nwntestmk+bigbird@gmail.com / 📍 City Saint Paul

Recipient Organizations Manage

#148580
Sesame Street
Status Registered / ⌚ Create on 02/25/2025
📍 Address 123 Sesame Street / City Saint Paul / State MN

Event Details Manage

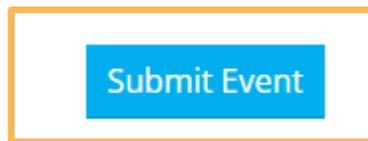
Endorsement Infant CLASS Coach / Event Type CLASS Coach
📅 Date 02/25/2025 / ⌚ Duration 2hr
Service Delivery One-on-one and In-person / Topics Learning Environment

Additional Event Information Manage

RPBD Specialist Notes

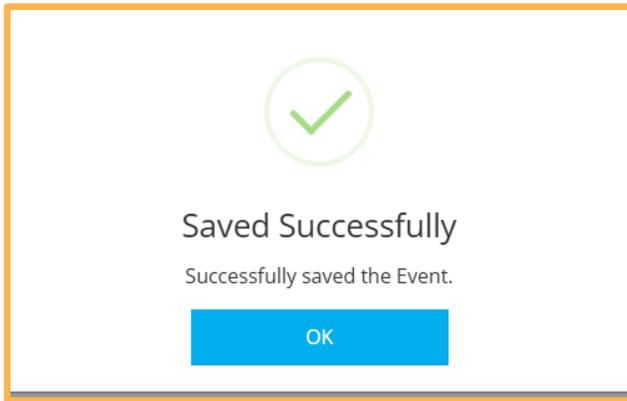
Event Documentation

- a. If the information is correct, click **Submit Event**.

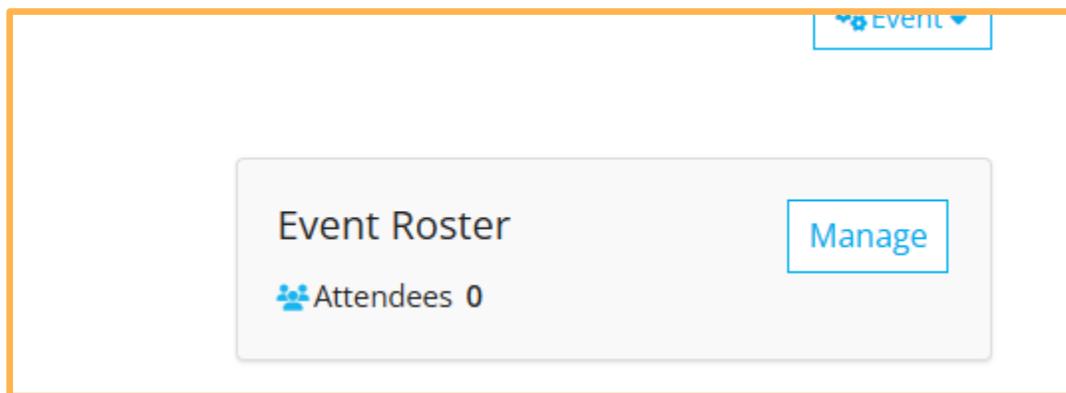


- b. A pop-up box will display that the Event was Saved Successfully. Click **Ok**.

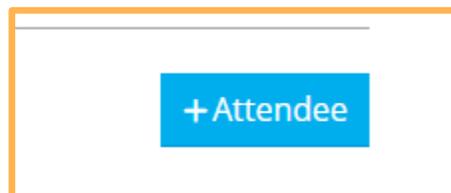
RPBD Event Entry Instructions for RBPB Specialist



10. If required, enter the Event attendance, click **Manage** next to Event Roster.



11. Click **+Attendee**.



12. There are two methods to enter attendance:

- a. Method 1: Locate Attendee's Account in Develop
- b. Method 2: Enter by Name.

NOTE: It is most accurate to search by Individual ID. We recommend using Method 1 and search by those ID number whenever possible. Click **Locate** to search.

RPBD Event Entry Instructions for RBPB Specialist

A. By Individual ID

Enter Individual ID

[Locate »](#)

METHOD 1: Locate Attendee's Account in Develop

A. By Individual ID

Enter Individual ID

[Locate »](#)

C. Advanced Search

Search by name or city

[Search »](#)

B. By SSN/PIN and Birth Date

Last 5 Digits of SSN/PIN

Birth Date

▼▼,▼

[Locate »](#)

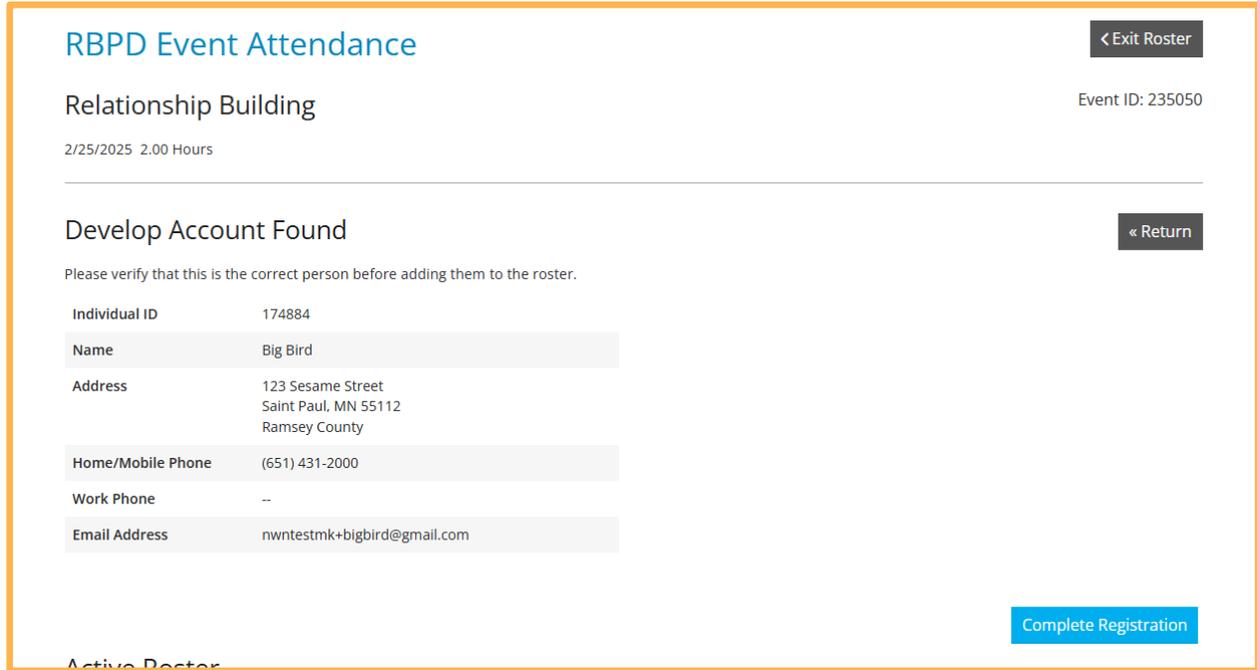
METHOD 2: Enter By Name

Add an attendee by name only or create a new individual Develop account. **NOTE: If entered by name only the attendee will not receive credit for this training.**

[Enter By Name »](#)

RPBD Event Entry Instructions for RPBD Specialist

13. Confirm that the individual displayed is correct, then click **Complete Registration**.



The screenshot shows a web interface for "RPBD Event Attendance". At the top right is a button labeled "< Exit Roster". Below the title, it says "Relationship Building" and "Event ID: 235050". Underneath, it displays "2/25/2025 2.00 Hours". A horizontal line separates the header from the main content. The main content is titled "Develop Account Found" and includes a button labeled "« Return". Below this is a prompt: "Please verify that this is the correct person before adding them to the roster." A form follows with the following fields:

| | |
|-------------------|--|
| Individual ID | 174884 |
| Name | Big Bird |
| Address | 123 Sesame Street Saint Paul, MN 55112 Ramsey County |
| Home/Mobile Phone | (651) 431-2000 |
| Work Phone | -- |
| Email Address | nwntestmk+bigbird@gmail.com |

At the bottom right of the form area is a blue button labeled "Complete Registration".

a. Complete steps 12 and 13 until all attendees have been entered.

14. When all attendees have been entered, click **Exit Roster**.



15. To exit the Event, click **Close**.



RPBD Event Entry Instructions for RBPD Specialist

DEVELOP HELP DESK

The Develop help desk is available by phone Monday through Friday.

- Monday, Wednesday and Friday hours are from 8:00 a.m. to 5:00 p.m.
- Tuesday and Thursday hours are from 8:00 a.m. to 7:00 p.m.
- Call 844-605-6938 or email support@develophelp.zendesk.com

For assistance in Hmong, Somali or Spanish, contact the Language Access Line provided through Child Care Aware of Minnesota.

- Call 888-291-9611 **or** 651-655-0150