

Adopting TED Movie Transcript

We're glad you're interested in adopting TED, a free training events database. In this movie there are two parts: first we'll walk you through the configuration options. There are several different ways of setting up TED at your site on one or more computers. Second, we'll go through the TED adoption packet which contains the agreement for services and other documents related to the \$1,000 stipend that's being offered to California educational organizations, available first-come, first-served.

All CalSTAT asks in return is that you use TED and give us feedback, which is how we've been able to continue to improve TED over the years.

TED operates in FileMaker Pro 11 on either Mac or Windows computers. You can use TED in one or more computers in your organization. You'll just need to purchase a copy of FileMaker Pro 11 for each computer that is gonna be using TED. And the cost is about \$179 per computer workstation with the educational discount.

You might take a moment to think about who in your organization would be involved in registering participants for events, creating nametags, entering evaluations, or generating reports to determine how many workstations you might want to involve.

Now, if your organization has a server we highly recommend that you also purchase FileMaker Server 11 which costs \$599. And this will enable all of those workstations to be operating off of a common TED file, it'll handle automated backups, enable TED's follow-up emails, and allow for remote access to TED. *You'll still need to purchase FileMaker for each computer workstation.*

Now, if you don't choose the server option, you can still have several computers working off the same TED file if those computers are networked. And in that case you would just have TED "hosted" on a single workstation and the other networked computers would access TED off of that host.

So those are your three options. You can have TED on a single computer. You can have TED operating off of a server with as many workstations as you'd like, or you can have TED "hosted" in a network.

Now, the intent of the \$1,000 stipend is basically to cover the costs of FileMaker Server and two workstations. And of course, TED itself is free.

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So once you've decided to adopt TED the first step is really to email ted.support@calstat.org to ensure there are still stipends available for this fiscal year, and to get on the list and reserve one for your organization while you complete this packet and process.

So the first page of this packet is really just an overview of this whole process and what's contained in the packet. I do want to just point out at the bottom of the page is contact information for questions related to TED or to anything in this packet. We're happy to help.

So the second page is called TED Configuration Options and this really just goes over what was covered in the first part of this movie. But it does give you a place to type in or print out and fill in the names and rolls and contact info of the people who will have workstations using TED as well as contact for your IT person.

On the third page is the Agreement for Services and Related Documents Instructions, and this is really what gives you all the details of the rest of the forms in this packet. And while it might look like a lot of pages, most of them are just kind of instructions for the W-9 form. So don't worry about it. I'll just walk you through it right now.

So the Agreement for Services is gonna be on the next page. And basically, this is just something where you need to fill in this very beginning part at the top with your contact information for your organization.

And then, whoever is responsible in your organization, of course, needs to read it through. And on page 3 of the agreement is to sign. And this agreement is basically for you to be able to get the stipend and it also includes the license agreement for using TED.

Now, following the Agreement for Services form is a W-9. And your organization just needs to complete this top part of the front page of the W-9. And this needs to match, of course, the information that's on the contract, and then on the invoice that you will eventually submit, which is the last document in the packet.

So once you've figured out which option of TED and completed that page, when you have two original signed copies of the AFS, two copies, that's important . . . and the W-9, just send those in to CalSTAT, and the address is right here on the document instructions page and then that will set in motion the contract for the stipend itself.

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Now, the rest of the instructions, here, are really for something that you can do after you set this Agreement for Services process in motion. And in the Agreement for Services it says that there are two insurance documents that are needed.

And this is just to ensure that you have insurance and there is some language that needs to go into those two documents. And we've put the precise language and dates and everything right here on this Instructions Page. So you just need to copy this out and give this to your person who interacts with your insurer.

Then the very final page in the packet is the invoice. And so once the AFS has gone through the process, and we will contact you and let you know when that's been signed at our end.

Then, you just submit the invoice, and there are just a couple of lines to fill in the name of your site, and date and location, and then submit that invoice along with those two insurance documents to CalSTAT at the address here on the instructions, and then we'll send you the check for the stipend.

So once you've purchased FileMaker Pro for your TED configuration, then we'll work with you to get TED installed on your server, computers, wherever you decided to set it up, we'll connect you with the training movies that you could watch, and, that's it! You've adopted TED!