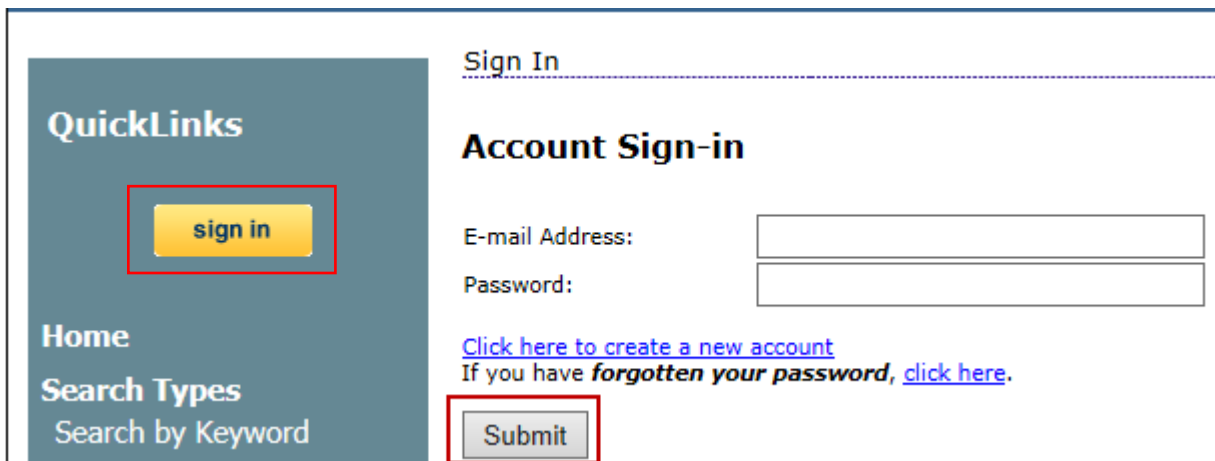# Registering for a Session

In order to register for a session, you must have an account. If you do not have an account, click *Click here to create a new account* located on the main page of the registration website. If you need further directions in setting up your account, visit the **Help & How-To** page on the registration website.

Sign In

You will need to login to access your account information, register for workshops, complete session evaluations and view your registration history.

To log into the system, go to the registration website and the *sign-in* button.

The Account Sign-in page will open:

- Enter the e-mail address associated with your account in the **E-mail Address:** field
- Enter the account password in the **Password** field
- Click the *Submit* button to sign in to the system

Locating Professional Development Sessions

There are several different tools in the registration website that may be used to locate the Professional Development Sessions scheduled in the system. The registration home page advertises the upcoming sessions on the right hand side of the home screen. You may choose to Search for sessions or view the Calendar of Sessions in order to locate a workshop for which you would like to register.

To search for sessions or to view the Calendar of Sessions, click on the appropriate link in main menu bar.

For convenience, a Session ID can be entered directly into the *Search by Session ID or Keyword* search area to be directed to the registration page for that session.

Search for Sessions
Sessions can be located by using the Search feature to search by session title, session id, dates, audiences, subjects, or keywords.

The **Search** will locate all sessions which include all or part of the search criteria selected. For example: If a search is performed using the word "Student" the results will include any workshop with "Student" in the title, description , audience, or keyword .

To search for Sessions:
• Enter all or part of a session title, session id, audiences, subjects, or keywords in the search field

• Use the checkboxes below the search field to narrow down your search results to sessions that are Face to Face, Online, Free or offered on the Weekend. Multiple check boxes may be selected

• Click the *Search* button to run the search

• Use the search navigation to move from page to page, or use Page Size drop down menu to increase the number of items displayed on the page

• The column titles in the Search window may be used to sort the search results. Click on any column title to change the sort order of the search results. For example, clicking on the Title column will display the search items in alphabetical order by the Session Title.

ID	Start Date ▲	Title	Description	Type

Calendar of Sessions

The *Calendar of Sessions* link displays the scheduled sessions in a calendar format. Participants can click on a title to view additional session information and register for the workshop.

- Click on the *More* link to see additional workshops scheduled for the day.

- Use the drop down boxes to select a different month or year and click *Go*.

- Use the *Previous* button to go back to the previous month. Use the *Next* button to see the sessions offered in the upcoming months.

Registering for a Session

Once you have located a session for which you would like to register, click the ***Register*** button.

- The Shopping Cart will then be displayed.

If this selection was added in error click the ***Remove*** button to delete it from the shopping cart

- If you have a promotional code for the session, enter it in the field provided and click the ***Apply Code*** button. If the promotional code field is not displayed, there is no promotional code for the session. Please note that promotional codes are case-sensitive.

- Click the ***Checkou***t button to continue to the payment screens

Note: At this point, you will be asked to log into the system if you have not already done so.

In order to complete the checkout process, you must confirm or update and confirm that your account information is correct.

On the verification screen, update the appropriate information then click to check the "*I certify....*" box. If the information is already correct, just click to check the "I certify..." box.

Note: The Continue button will not appear until the "*I certify...*" box has been checked.

Please help us verify your information to ensure you receive proper credit for your professional development.

Organization (Select Region 4 ESC if you do not know your region.)
ESC 4 ▾

Site (Select Other Organizations if you do not know your District.)
ESC 4 Main Office ▾

School (Select Other Organizations if you do not know your Campus.)
ESA Staff ▾

Position:
Instructional Technologist ▾
Special Needs:
Seated near front

☑ I certify the above information to be accurate

Continue

Checkout continues with the following screen:

Cart Checkout   Registration Cart: 1 items

Click the 'Complete Checkout' button to register for the sessions displayed below.

Description	Amount
Support Account: 27563-Computer Basics for Educators Participants will learn the basics of computers and networking. Computer components, upgrades, repair and replacement will be discussed.	$40.00

Total: $40.00

Please select a method of payment to continue
○ Check
○ Money Order
○ Purchase Order
○ Credit Card
○ Cash
○ Electronic Check

Complete Checkout

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- If there is a charge for this workshop you will be asked to provide payment information on the payment screen.

- Click ***Complete Checkout*** to complete the registration

- The following screen will display the registration confirmation:

Thank you for your registration

You have been registered for:

	Title	Session ID	Start Date	Location
	The Successful Classroom	918395	6/18/2013 9:00 AM	Region 4 ESC, MCC 104

You may visit your Registration History to print a confirmation page for each session for which you are registered.

View Your Payment Summary

- Click on the ***Registration History*** link to go to the Registration History page

- Click on the calendar icon to download the workshop information to your Outlook calendar

- You will receive a confirmation email similar to the one below:

Thank you
for your registration

Thank you for your registration. This page contains confirmation information that can be used to verify your enrollment in a session

Confirmation Number: 40451-40455-51475

This confirmation page verifies that **Sharon Mainka** was registered on **Monday, July 02, 2012 8:44 AM** for session **40455**

Gifted and Talented Leadership -

Critically examine the elements of differentiated curriculums for gifted learners from the perspective of the leader. Participants will explore the core principles of differentiated instruction to accommodate the nature and needs of exceptional learners. An analysis of best practices will draw upon numerous works to allow participants to gain additional tools to build exemplary instructional practices on their campuses for gifted students. Training, evaluating, and collaborating on program options and design will be a primary focus of this session. This session satisfies the 6-hour required G/T annual update. [TAC 241.15-SBEC Standards: (b), (c), (d), (e), (f), (g), (h)]

Session id: 40455
Location: Region 18 ESC, 588 Special Education Co-op
First Date/Time: 7/4/2012 from 1:00 PM to 4:00 PM
All Dates: Jul 4 2012

Payments Received/Submitted

The following payment has been received or submitted.

Date Submitted	Payment Type	Amount	Status	Reference/Receipt
7/2/2012 10:44:00 AM	Purchase Order	$10.00	Pending	1713

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