



How to: Registering for PD

- 1) Calendar:** Select your event and confirm that it allows online registration and is still accepting online registrations by noticing the "**Register Online**" link to the right of the event name.

Event: Reading Recovery Continuing Contact

Date: Tuesday, 24 May 2005

Category: Educational Services - Literacy

Location: Warrnambool

[More...](#)

Event: Northern Zone Primary Principals Association - [Register Online](#)

Date: Tuesday, 24 May 2005 To Friday, 27 May 2005

Category: Meeting Dates - Principal Meeting

Location: Wollongong, N.S.W.

[More...](#)

Event: CZ PRIMARY PRINCIPALS MEETING - [Register Online](#)

Date: Tuesday, 24 May 2005 To Friday, 27 May 2005

Category: Meeting Dates - Principal Meeting

Location: Wollongong, N.S.W.

[More...](#)

- 2) Links:** If you want to read any extra information click the "**More...**" link at the bottom of the summary otherwise click the "**Register Online**" link to go straight to the registration page. If you click "**More...**" you will be presented with a detailed description of the event but there will also still be a "**Register Online**" link on the new page.

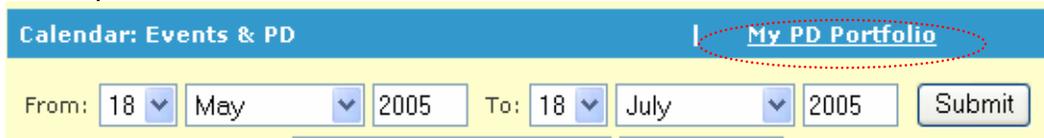
- 3) **Registration:** Once you have clicked the “**Register Online**” link you should now see the Registration page as shown below.

The screenshot shows an 'Event Registration' form. At the top, there is a blue header with the text 'Event Registration' and a yellow sub-header 'Register for event'. Below this, a dotted red box labeled 'a' contains event details: 'Event: Numeracy Cluster PD Afternoon 1 - Ballarat 3/Terang', 'Date: Tuesday, 24 May 2005', 'Time: 4pm', 'Category: Educational Services - Numeracy', 'Location: Ballarat/Terang', and 'Description: Planning your Maths Curriculum in relation to Growth Point Data * Number * Mesurement * Space'. Below this, a dotted red box labeled 'b' contains a 'School:' dropdown menu with '-Select School-' selected. Below the school dropdown, there are four text input fields labeled 'Name:', 'Email:', 'Position:', and 'Additional Info:', each with a dotted red box and a label 'c', 'd', 'e', and 'f' respectively. Below the 'Additional Info' field, there is a 'Principal Approved:' section with radio buttons for 'Yes' and 'No', and a 'Save entry as cookie for next time I register.' checkbox with a label 'g'. Below the checkbox, there is a 'Submit' button with a label 'h'. Finally, there is a 'Submit' button at the bottom right with a label 'i'.

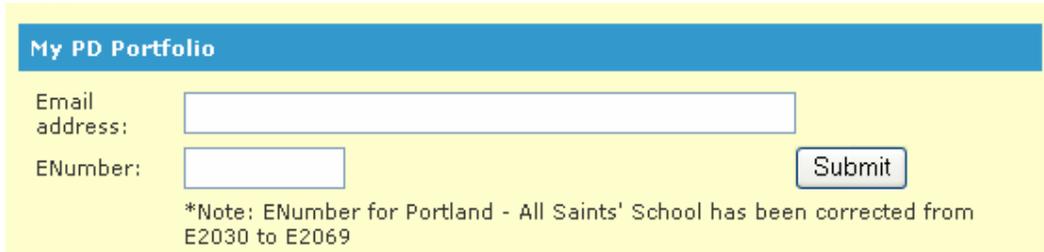
- 4) **Filling in:** The registration form has 9 main elements to it.
- Event summary:** The summary of the event you are about to register for
 - School:** Select your current school of employment from this list. If it's not in the list select "Other". The list is in Alphabetical order
 - Name:** Enter your full name into this box
 - Email:** Enter your current email address in this box. *Note: this email address will be used to track your PD throughout the system and also will be used for correspondence between the event organizer and you. So please ensure that it is correct.*
 - Position:** Enter your position description at the school
 - Additional Info:** Enter any additional information you want passed onto the event organizer into here. E.g. Accommodation requirements, Dietary needs, etc.
 - Principal Approved:** You must select "Yes" for your registration to be accepted
 - Save entry as cookie for next time I register:** Tick this box if you would like for the details you just entered to be saved as cookie (small text file) on the computer you are using. This means that next time you come to register for PD the entry boxes should be already completed with the details you entered today and you can easily modify them as required.
 - Submit:** Click the Submit button once you have completed all fields to send your registration off for processing.
- 5) **After registering:** After you click the submit button the form will then be sent for processing. When the new page loads it will contain either a success message or an error message stating what is incorrect and needs to be fixed,

e.g. "You have not entered a valid email address. Please edit it and try again." Which would mean the registration could not be processed till you correct this. Another message you could receive is "You have been successfully Registered for this Event. However the number of registrations has exceeded the maximum number and you have been placed on a reserve list. You should receive an email shortly confirming this" This simply means that event has a maximum limit of registrations which has been exceeded. But your registration is still accepted and the organizer will contact you.

- 6) **Email:** Once you have successfully registered you should receive an email confirming this. If you do not receive this it may mean that the registration has failed or you have not entered your correct email address. To confirm if you are registered correctly please check your PD portfolio.
- 7) **Your PD Portfolio:** You can view all your registered PD events by clicking the "My PD Portfolio" in the bar of the PD Events Calendar



After clicking into the PD Portfolio you should see 2 entry boxes. One for your email address and the other for your school ENumber that you registered under



Enter your details and click submit. You should then get a list of all PD Events that you have either attended or are registered for. If an event is in the future you will have the option to unregister for it. Also you will find a hyperlink at the top titled "Download Excel version of your PD" Click this link to download a complete history of your PD in an Excel document.