## Step by Step! How to Register for a Training through Episcopal Children's Services

- 1. Go to the registration site at: <u>https://ecs4kids.gosignmeup.com</u>
  - Login using your Username and Password, or create an Account if you do not have one.
    - To create an account, please fill in all required information and then click "Agree & Create Account"

ase enter information re-	puired.	
Identity		Demographic
Last Name: First Name: Username: Password: Confirm Password: Work E-mail Address: Confirm Work E-mail Address:		City:
AMilation		If you are unable to attend a session you are registered for please cancel your registration via your GoSignMeUp account so the seat can be offered to another person.
Amiliation:	×	Do you agree to the terms and conditions of our Registration Policy?* Agree and Create account
Organization:	v	
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- 2. You can use different ways to search for courses.
  - 1. You can search for specific courses using the search bar.
  - 2. You can search for courses by searching through the categories on the left hand side.
  - 3. You can switch the way the courses are displayed using these icons to give you more or less information per course.
  - 4. The courses that are PINK are online, and the courses that are BLUE are Instructor Led.

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	Do you have question Please see our Training Guide	is about training at ECS?	
	Browse courses below. For step-by-st	ep registration instructions, <u>CLICK</u>	
Welcome Visitor	Search	Þ	Browse Cours
+ Instructor Led Courses + Online Courses Color Legend Instructor Led Course Online Courses	Blackboard Course: Center Management CJ03 Log on to learn about how implementing center management tactics within the classroom is beneficial for the productivity More	Blackboard Course: Developmentally Appropriate Practices for Infants and Toddlers CJ02 Log on to learn about how implementing age appropriate classroom practices can create a positive learning	Blackboard Course: Developmentally Appropriate Practices for Preschool Children CJ01 Log on to learn about how implementin age appropriate classroom practices ca create a positive learning
	Starts: 12/5/2016 5:00 PM Session: <u>Online</u> Pricing: S0.00 Location: Online as you are able. Status: 40 open seats left	environment.You <u>More</u> Starts: 12/5/2016 5:00 PM           Session: <u>Online</u> Pricing: \$0.00           Location: Online as you are able.           Status: 40 open seats left	environment.You <u>More</u> Starts: 12/5/2016 5:00 PM  Session: <u>Online</u> Pricing: \$0.00  Cocation: Online as you are able.  Status: 40 open seats left
	Add to cart	Add to cart	Add to cart

3. Once you find the course you are looking for, you can add it straight to your cart by clicking on "Add to cart. Or See more information by clicking on the Course Name. Below is the information page.

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🖿 📽 🖬 🏹 🔗	$\underline{Home} > \underline{All} > CI01$ Blackboard Course: Developmentally Appropriate P	vactices for Preschool Children		×
CJ01 Blackbo	oard Course: Developmentally Appro w implementing age appropriate dassroom practices can create a positi will provide instructions. You can log on any time after you receive the	Priate Practices for Preschool Children ve leaning environment. You will receive the wekcome email from the course facilitator on the start wekcome email	Add to cart	40 0
Contact Lauren Millecan (904)726-1500 e.237 Credits CEU : 0.2 In-Service : 2	3	Dates and Times Starts: 12/5/2016 5:00 PM Sessions: Online Class 12/5/2016 - Fri. Dec 16, 2016 So0 PM - 5:00 PM Registration closes: 12/2/2016 Exclutator	7	
Location Online as you are able.	5	Paunaus     P		

1) Social medial links, course name and number

- 2) Description of the course
- 3) Contact person and number of credits
- 4) Dates and Times
- 5) Location
- 6) Instructor(s)

7) This area is where you can add the course to your cart by clicking "Add to cart".

4. You can continue adding courses to your cart, or click on the cart to see what is inside of it and the total price. You can also delete the items by clicking the "x" or "Empty Cart". To continue click on "Checkout".

	Search	Q	1 item
Welcome Visitor		Blackboard	d Course: C \$0.00 × S
Show All	From Until	Empty	Sub-total: \$0.00
+ Instructor Led Courses	Blackboard Course:	Blackboard Course:	Blackboard Course:
+ Online Courses Color Legend Instructor Led Courses Online Courses	Center Management CJ03 Log on to learn about how implementing center management tactics within the classroom is beneficial for the productivity More	Developmentally Appropriate Practices for Infants and Toddlers CJ02 Log on to learn about how implementing age appropriate classroom practices can create a positive learning environment.You <u>More</u>	Developmentally Appropriate Practices for Preschool Children CJ01 Log on to learn about how implementing age appropriate classroom practices can create a positive learning environment. You <u>More</u>
	Starts: 12/5/2018 5:00 PM Session: <u>Online</u> Pricing: \$0.00 Location: Online as you are able. Status: 40 open seats left Checkout	Image: Starts:       12/5/2016 5:00 PM         Image: Session:       Online         Image: Pricing:       \$0.00         Image: Pricing:       \$0.00         Image: Decation:       Online as you are able.         Image: Starts:       40 open seats left	Image: Starts: 12/5/2016 5:00 PM         Image: Session: Online         Pricing: \$0.00         Image: Location: Online as you are able.         Image: Status: 40 open seats left
	Blackboard Course: Preschool CLASS Overview CJ04 Log on to learn about how implementing the CLASS tool for interactions can create a positive learning environment. You More	Building Your Bounce: Increasing Adult Resilience 162-304 Before we can teach children skills of resilience, we must first become good role models. In this fun and interactive More	Connecting with Families by Observation 162-407 "Help me help you!" teach your families how to improve behavior at home by establishing age-appropriate expectations <u>More</u>
	Starts: 12/5/2016 5:00 PM	E Starts: 12/8/2016 5:30 PM	E Starts: 12/8/2016 6:00 PM

5. When you continue you will be taken to the Checkout area. In the Review area you can review all the items. Make sure it is all correct and click on "Proceed to Next Step"

Velcome Anthony T	est				В	rowse Co	urs
0	-0	3		4			
Log In/ Create Account	Review	Payments	R	celpt &			
Review your current ord	er		Cor	firmation	Ado	more courses	
Course Name		Date(s)	Time(s)	Credit hours	Price	Status	
TITLE092613AM Title New Director Workshop	- 2517	9/26/2013	8:30 AM + 11:30 AM	3	\$0.00	Space Available	z
				Sub-total:	\$0.00		
Please provide any special nee	ds.			Convenience Fee: False	\$0.00		
				Apply Coupon D	Coupon Code		
				Discount:	\$0.00		
				Total:	\$0.00		
					last Char		

6. You will then be taken to the confirmation page where you can review and print your training confirmations!

Welcome Anthony Test			Brow	se Course	
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Log In/ Create Account Revie	ow Paymo	ents Recelp Confirm	pt & lation	×	
hank you for enrolling!					
Order Receipt		Enrollment Details:	:		
		Date: Registration number: Username:	8/ CH	8/20/2013 11:59 AM CHMKT1ZN7162779 AnthonyT	
Sold to:		Payment Details:			
unthony Test hty, ca, 92626 anthony@gosignmeup.com 55555555555					
Order Details					
Course name		Course# TITLE092613AM	Date: 9/25/2013 8:30 AM - 11:30 AM	s Price	
			Total Discount Total Amoun Paid	: \$0.00 : \$0.00 t \$0.00	
Visclaimer: Notice is further given to in vailable. Please notify the instructor v bout requests for alternative formats	idividuals with disabilities that the within two weeks of the training sand/or interpreters: Disk, Brail	his training is being held in a phy if you have special needs for wi e, Large Print, Interpreter, or Ot Print Receipt	ysically accessible place. Handicapped park hich this agency will need to make arrange ther (please specify).	ing is also ements. Call	