

Group Registration

Group registration is a permission that is available to those district staff members who need to register and provide payment for multiple individuals at a time. In order to have these rights added to your account, send an email request to your registration website support with your district and account information.

Once your account is set up as a Group Registrar, go to the registration website to log into your account.

Find the session(s) for which you would like to enroll staff. Methods for finding the sessions are indicated below. For more information, visit the **Help & How-To** section of the registration website.

Home Registration Cart: [0 items](#)

QuickLinks

Hello, **Support Account**

[sign out](#)

Home

Search Types

- [Search by Keyword](#)
- [Calendar of Sessions](#)
- [Conferences](#)

Welcome to Professional Development Online Registration

Search by Session ID or Keyword

Evaluations & Certificates

- Click the **Registrations/Certificates** link on the left.

Upcoming Sessions

Thursday 7/17/2014
[Child Abuse Issues for Educators](#)
 Administration, Rm 203

Tuesday 7/22/2014
[escWorks Training](#)
 Administration, RM 103

[more sessions...](#)

Search Registration Cart: [0 items](#)

Face-to-Face Online Free Weekend

Page size: 10

9 items in 1 pages

ID	Start Date	Title	Description	Type
26596	1/16/2013	Sample OnDemand Course	This is a sample online course. It has been create...	Online Course
26731	2/28/2013	Texas Educator Code of Ethics	This is an online course in the Code of Ethics and...	Online Course
27168	10/27/2013	escWorks OnDemand Demonstration	This course is a demonstration of different method...	Online Course
27146	1/1/2014	Computer-Based Reading Accelerated Curriculum, Grade 5	Learn the components of effective reading instruct...	Online Course
27395	4/1/2014	Fostering Algebraic Thinking - Online Book Study	Explore the key habits of thinking that characteri...	Online Course
26593	4/12/2014	Fostering Algebraic Thinking	Explore the key habits of thinking that characteri...	Online Course
27549	7/15/2014	Region 5 Summer Leadership Institute	Leadership institute for district administrative t...	Conference
25652	7/17/2014	Child Abuse Issues for Educators	Recognize & report child abuse. Legal & social re...	Conference
25371	7/22/2014	escWorks Training	Learn to use escWorks	Professional Development

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9 items in 1 pages

If you are a Group Registrar, you will see a "**Group Register**" button on the Session Detail page of the selected event.

Session Detail Registration Cart: [0 items](#)

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[Group Register](#)
[Share](#)

Sample OnDemand Course

This is a sample online course. It has been created in an application that allows for the export of the course in a SCORM compliant format. The course has one module with a quiz. The course allows you to move directly to the quiz without reviewing course content. After passing the quiz, the course will be marked completed and the certificate will be available immediately.

Important Session Information:

Registration ends at 12:00 AM on Friday, January 29, 2016

Session ID: 26596	Credits Available: (0.5) Clock Hours
Seats Filled: 4	Fee: \$50.00
Contact Person: Donna Johnson	Instructor(s):
Subscription Length 30 Days	Location Online

To register yourself, click the **Register** button.

To register a group, click the **Group Register** button.

A page will open that lists the first 300 staff members in your district. Please note that any staff member already registered for the session will not be displayed in the list.

Group Registration Registration Cart: [0 items](#)

26596-Sample OnDemand Course

This is a sample online course. It has been created in an application that allows for the export of the course in a SCORM compliant format. The course has one module with a quiz. The course allows you to move directly to the quiz without reviewing course content. After passing the quiz, the course will be marked completed and the certificate will be available immediately.

Search users by name, email address, or school name (first 300 results).

Available Users		Selected Users
Griffin, Troy (tgriffin@esc4.net) ESA Staff	→ Add	
Harris, Randall (rharris@noemail.com) Clark	← Remove	
Li, Binglin (bli@esc4.net) ESA Staff	▶▶ Add All	
Mainka, Sharon (smainka@swbell.net) ESA Staff	◀◀ Remove All	
Mo, Vicky (vmo@esc4.net) ESA Staff		
R, Mona (mraman@esc4.net) ESA Staff		
Raman, Mohana (monaraman@yahoo.com) ESA Staff		
User, Test (messenger@esclive.net) ESA Staff		

(Hold <Ctrl> for multiple selections. Double click or Drag&Drop to transfer.)

[Cancel](#) [Continue](#)

Filtering Results

Type part of the staff member's name, email address, or school to filter the list of available participants.

Search users by name, email address, or school name (first 300 results).

Available Users		
Mo, Vicky (vmo@esc4.net)	ESA Staff	→ Add
R, Mona (mraman@esc4.net)	ESA Staff	← Remove
Raman, Mohana (monaraman@yahoo.com)	ESA Staff	▶▶ Add All
		◀◀ Remove All

(Hold <Ctrl> for multiple selections. Double click or Drag&Drop to transfer.)

Selecting Participants

In order to add someone to the selected list, you may use any of the following methods:

- Double-click on the desired name in the available users list.
- Drag the name from the available user box to the selected users box.
- Click on the name in the list to select it (use Control-click to select multiple users) and use the control buttons found between the two lists to move the users.

Control Buttons

→ Add	Move the selected user(s).
← Remove	Remove the selected user(s).
▶▶ Add All	Move all users.
◀◀ Remove All	Remove all users.

Adding Participants to Cart

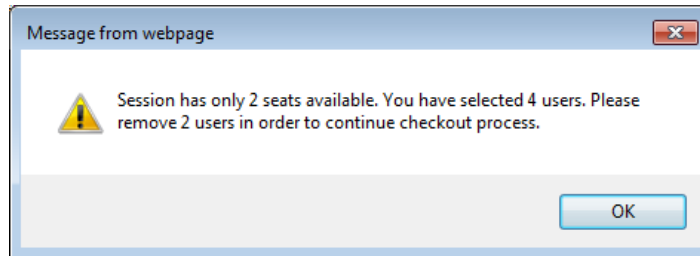
Once you have added all of the desired participants to your selected list, click **Continue**.

Search users by name, email address, or school name (first 300 results).

Available Users		Selected Users
	→ Add	Mo, Vicky (vmo@esc4.net) ESA Staff
	← Remove	R, Mona (mraman@esc4.net) ESA Staff
	▶▶ Add All	Raman, Mohana (monaraman@yahoo.com) ESA Staff
	◀◀ Remove All	

(Hold <Ctrl> for multiple selections. Double click or Drag&Drop to transfer.)

If you selected more staff members than seats available in the session, you will receive an alert and be given the opportunity to edit your selections.



If there is space available in the session, you will be directed to the checkout screen. Complete checkout as you would for any session.

Shopping Cart Registration Cart: [3 items](#)

Description	Amount
Remove Vicky Mo: 26596-Sample OnDemand Course This is a sample online course. It has been created in an application that allows for the export of the course in a SCORM compliant format. The course has one module with a quiz. The course allows you to move directly to the quiz without reviewing course content. After passing the quiz, the course will be marked completed and the certificate will be available immediately.	\$50.00
Remove Mona R: 26596-Sample OnDemand Course This is a sample online course. It has been created in an application that allows for the export of the course in a SCORM compliant format. The course has one module with a quiz. The course allows you to move directly to the quiz without reviewing course content. After passing the quiz, the course will be marked completed and the certificate will be available immediately.	\$50.00
Remove Mohana Raman: 26596-Sample OnDemand Course This is a sample online course. It has been created in an application that allows for the export of the course in a SCORM compliant format. The course has one module with a quiz. The course allows you to move directly to the quiz without reviewing course content. After passing the quiz, the course will be marked completed and the certificate will be available immediately.	\$50.00
Total: \$150.00	

Promotional Code:

After providing payment (if applicable) and continuing checkout, your registrations will be processed. Note that at the bottom of the page there is a link for a payment summary or voucher.

Checkout Complete Registration Cart: [0 items](#)

Thank you for your registration

You have been registered for:

	Title	Session ID	Start Date	Location
	Sample OnDemand Course	26596	1/1/1902 11:59 PM	Online
	Sample OnDemand Course	26596	1/1/1902 11:59 PM	Online
	Sample OnDemand Course	26596	1/1/1902 11:59 PM	Online

You may visit your [Registration History](#) to print a confirmation page for each session for which you are registered.

If you are paying by check, money order, or purchase order please include the payment voucher with your payment. You can download the payment voucher by clicking [here](#)

Here is a sample of the payment summary:



Payment Voucher

Please submit this form with your payment to:

Model Service Center
Attn: Registration Services
7145 West Tidwell
Houston, TX 77092

Attendee Name	Site	School	Session ID	Title	Contact Person	Amount
Vicky Mo	ESC 4 Main Office	ESA Staff	26596	Sample OnDemand Course	Donna Johnson	\$50.00
Mona R	ESC 4 Main Office	ESA Staff	26596	Sample OnDemand Course	Donna Johnson	\$50.00
Mohana Raman	ESC 4 Main Office	ESA Staff	26596	Sample OnDemand Course	Donna Johnson	\$50.00
TOTAL						\$150.00