

Professional Development Sessions

There are several different tools in the participant website that may be used to locate the Professional Development Sessions scheduled in the system. The *escWorks* home page advertises the upcoming sessions on the right hand side of the home screen. The participants may also choose to Search for sessions, or view the Calendar of Events in order to locate a session they would like to register for.

For convenience, a Session ID can be entered directly into the ***Already know the Session ID?*** search area to be directed to the registration page for that session.

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

Search Sessions

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

The **Search** locates 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 session 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
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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 session.

- Click on the **More** link to see additional sessions 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 the participant locates a session they would like to register for, they may select 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
- Click the **Checkout** button to continue to the payment screens

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

In order to keep user accounts as up to date as possible, the user is prompted to confirm their current location, specifying organization, district and campus. The Continue button does not appear until the user checks the box stating “I certify the above information to be accurate”.

If there is a charge for this session, the participant is asked to provide payment information on the payment screen.

- Click I **Certify** to continue the registration
- Click **Continue** to complete the registration

Signing Up for the Session Waitlist

Once a session has reached the registration limit, participants may place themselves on the Waiting List for that session in the registration section of the system (if the session creator set the option to allow a waiting list). The Register button is no longer displayed, and a Waiting List button appears.

Participants may manage placement on waiting lists in the Registration History area. *See section titled "Managing the Waiting List Options".*

If space becomes available in the session, the user is notified of the availability via email. If they do not register for the session within the time limit specified on the email, the next person on that session's Waiting List is notified that space is available.

Sharing a Session

When viewing the session detail page, the **Share** button can be used to email information about the session to someone else.

- Click on the **Share** button to email a friend the session information
- Enter the email address of the friend or colleague
- Enter your name and email address
- Enter a message to the friend or colleague in the short message box.
- Click Send

Note: Clicking cancel causes the system to not send the email.