Each conference can have one or more breakout groups. Click on the 'Show Group' link to expand the area.

Registration Page Example:



- 1. Select the one or more breakout sessions, as needed
- 2. Type the email address of one participant (bottom-right)



- 3. Select 'Add to Cart'
- 4. Repeat as needed for each employee

Each participant will need an account in the registration system. If you receive the error message '**The email** address entered was not found, please <u>click here</u> to create an account', select the 'click here' link or see the account creation instructions below.

New Account Creation:

- <u>https://www.escweb.net/tx_r2/shoebox/account/signup.aspx?ReturnUrl=</u> %2ftx_r2%2fshoebox%2faccount%2fdefault.aspx
- Follow the on-screen prompts

Once all participants have been added to the cart, select the '<u>Registration Cart: xx items</u>' link at the top-right to finish the check-out procedure.

All participants will be registered using the same payment method. If you need to group your staff under different methods (i.e. different purchase order numbers), please repeat the instructions above once per payment method.

If you have any questions, please email (workshop@esc2.net).