HOW TO FIND PROFESSIONAL DEVELOPMENT AND REGISTER


2. Click Login in the top right corner.

3. Enter your email address and password, then click Login.

4. Click on ‘Search Training Events’ on the left-hand menu.

5. Search by different filters on the left of this page. Add your city or county to find trainings in your area. You may add one or more filters such as course title, city, county, date, and course type (online or classroom).

   See below:
Filter Training

Course Title
Filter by Title

Event ID
Filter by Event ID

Trainer Name
Filter by Trainer Name

Trainer's first and/or last name

Sponsor Name
Filter by Sponsor Name

From Date
05/04/2020

To Date
Filter To Date

Training Location

City
Filter by City

Zip Code
Filter by Zip

Distance
Select

Search events within a radius of provided zip code.

Training Content

Training Type

Training Fee

Search
Reset
6. Click ‘Search’.

7. Locate the event that you want to register for. Click on Register on the bottom of the event.

8. Scroll down and select ‘Register Myself’ or ‘Register My Staff’. A director may register themselves and their staff at the same time.

9. Add information in the Attendee Details section and accept the terms and conditions.

10. If the event is free, click ‘Complete Registration’. Go to Step 12 if there is a fee for the event.

11. Click ‘Add Event to Cart’ (You will see this option if there is a fee for the event).

12. Scroll down to click ‘View Cart’ on the right of the page.
13. Click ‘Check Out’.

![Cart Summary]

14. Enter your email and card information. Click ‘Submit Payment’.

![Check Payment]

15. You will receive a confirmation email for registering.

16. Once you attend the event and the instructor marks you as attending, you will see this event under your My PD Tab once you are logged in.