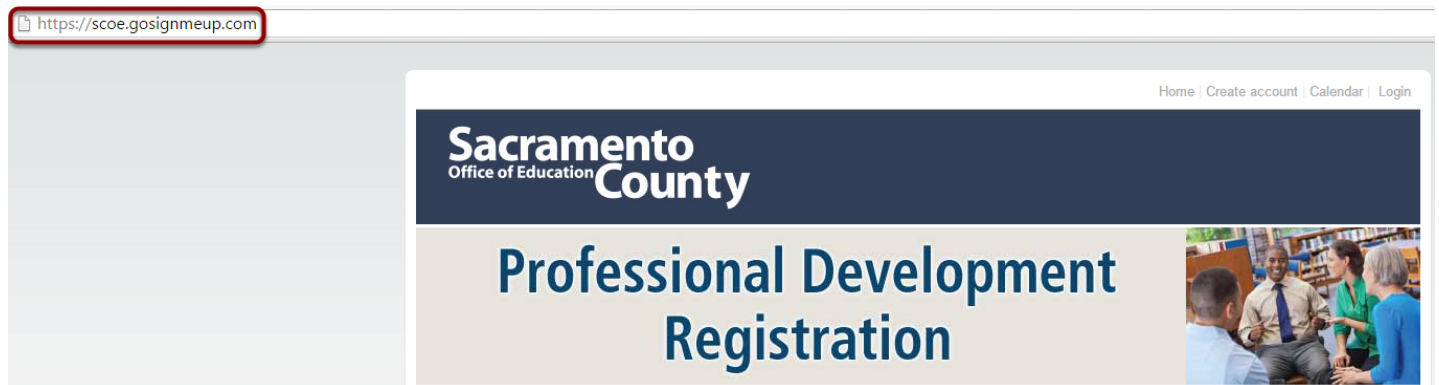


# How Do I Register for a Sacramento County Office of Education Course

This lesson will show you how to use our registration software.

**1) Make sure you are on our registration site at:  
<https://scoe.gosignmeup.com>**



**2) The first thing you will want to do is create an account. Or login using your Username and Password if you already have one.**



3) To create an account, please fill in all required information. Click on "Create Account" to proceed.

Welcome Visitor

User Registration

Please enter information required.

**Student Information**

First Name \* :

Last Name \* :

Username: (Your email address will be your username)

Password \* :

Confirm Password \* :

E-mail Address \* :

Confirm E-mail Address \* :

**Demographic**

Address:

City:

State:

Zip:

Home or cell phone \* :

Work Phone \* :

Meal Option (If offered):

**Affiliation**

County \* :

School \* :

District \* :

Other Affiliation:

Registration Policy

CLASS SIZES ARE LIMITED

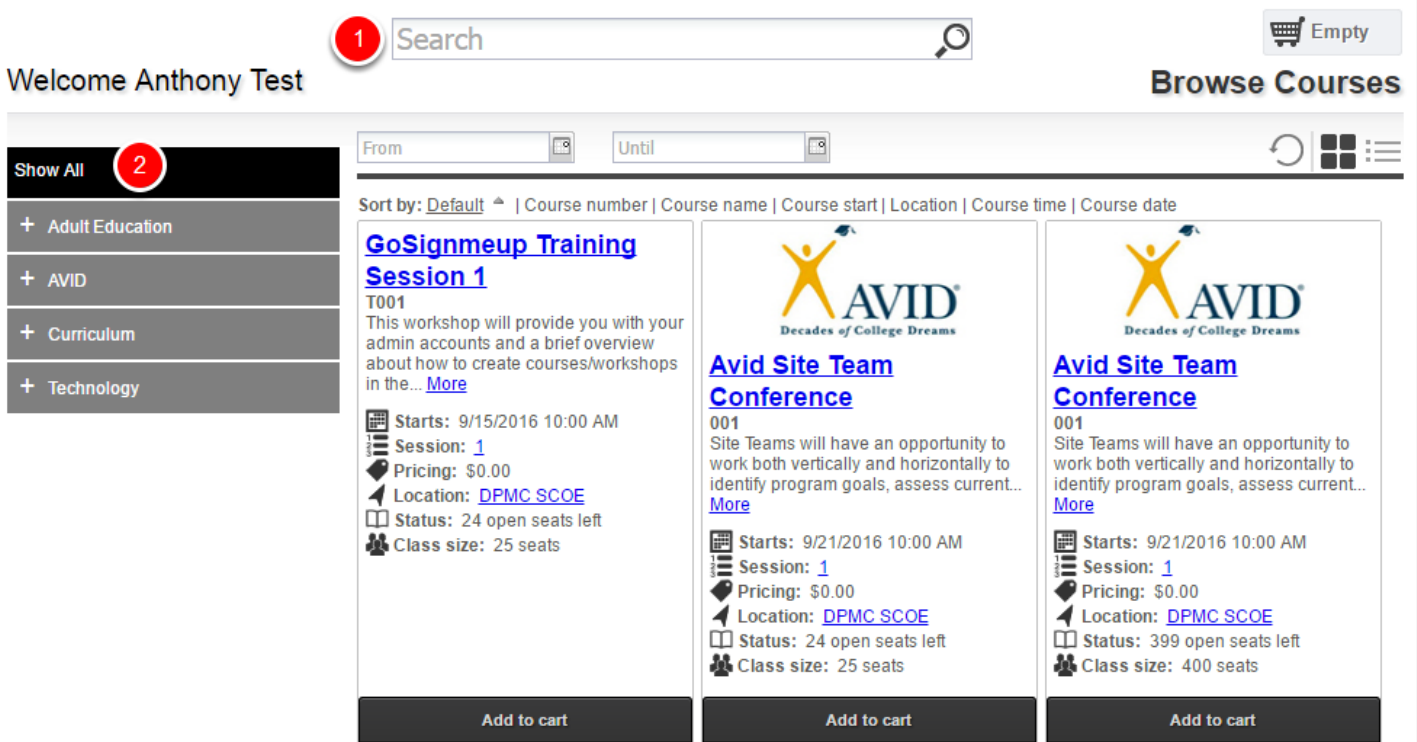
If you are unable to attend a session you are registered for please cancel your registration via your GoSignMeUp account so the seat can be offered to another person.

Do you agree to the terms and conditions of our [Registration Policy](#)?



Agree and Create account

4) On the home page, you can search for courses in different ways.



1) You can search for specific courses using the search bar.

2) You can search for courses by searching through the categories/locations on the left hand side.

5) 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.

The screenshot shows a web interface for course registration. At the top, there is a search bar and a shopping cart icon labeled 'Empty'. Below the search bar, the user is greeted with 'Welcome Anthony Test' and a 'Browse Courses' button. A navigation menu on the left includes 'Show All', '+ Adult Education', '+ AVID', '+ Curriculum', and '+ Technology'. The main content area features a 'Sort by: Default' dropdown and a list of courses. The first course is 'GoSignmeup Training Session 1' with details: Starts: 9/15/2016 10:00 AM, Session: 1, Pricing: \$0.00, Location: DPMC SCOE, Status: 24 open seats left, Class size: 25 seats. The second and third courses are 'Avid Site Team Conference' with details: Starts: 9/21/2016 10:00 AM, Session: 1, Pricing: \$0.00, Location: DPMC SCOE, Status: 24 open seats left, Class size: 25 seats (for the second) and Status: 399 open seats left, Class size: 400 seats (for the third). Each course card has an 'Add to cart' button at the bottom. The 'Add to cart' button for the second 'Avid Site Team Conference' is highlighted with a red box.

## 6) Here is the courses information page. You can see more information about the course here.

The screenshot shows a course page for '001 Avid Site Team Conference'. The page is divided into several sections:

- 1**: Header area with social media icons and the course title '001 Avid Site Team Conference'.
- 2**: Description area with the text: 'Site Teams will have an opportunity to work both vertically and horizontally to identify program goals, assess current practices, analyze program data, and identify needs to sustain and grow the AVID program at their site. Agenda Items Include: Who should attend: AVID District Directors, District-level administrators, Site-level administrators, AVID Coordinator, AVID Elective Teachers, AVID Counselors and counseling team'. A 'READ MORE' link is visible.
- 3**: Contact and Location area. Contact: Lindsay Paoli, 916-228-2654. Location: A map of Sacramento, CA, with a red pin at the location. Address: DPMC SCOE, 10474 Mather Blvd., Mather, CA 95655.
- 4**: Dates and Times area. Starts: 9/21/2016 10:00 AM. Sessions: 9/21/2016 10:00 AM - 2:00 PM. Registration closes: 9/19/2016.
- 5**: Facilitator area. Shows 'No Selected Facilitator.' and 'Additional Offering(s)' with a link to 'Avid Site Team Conference' (Starts: 9/21/2016 - 10:00 AM, Status: Space available).
- 6**: Availability table and 'Add to cart' button. The table shows 'Open' (24) and 'Wait List' (5).

1) The top area shows some social media links where you can share this course with others. It also has the path you took to get here in case you want to go back. You can see the Course Number and the name of the course.

2) This area shows a description of the course

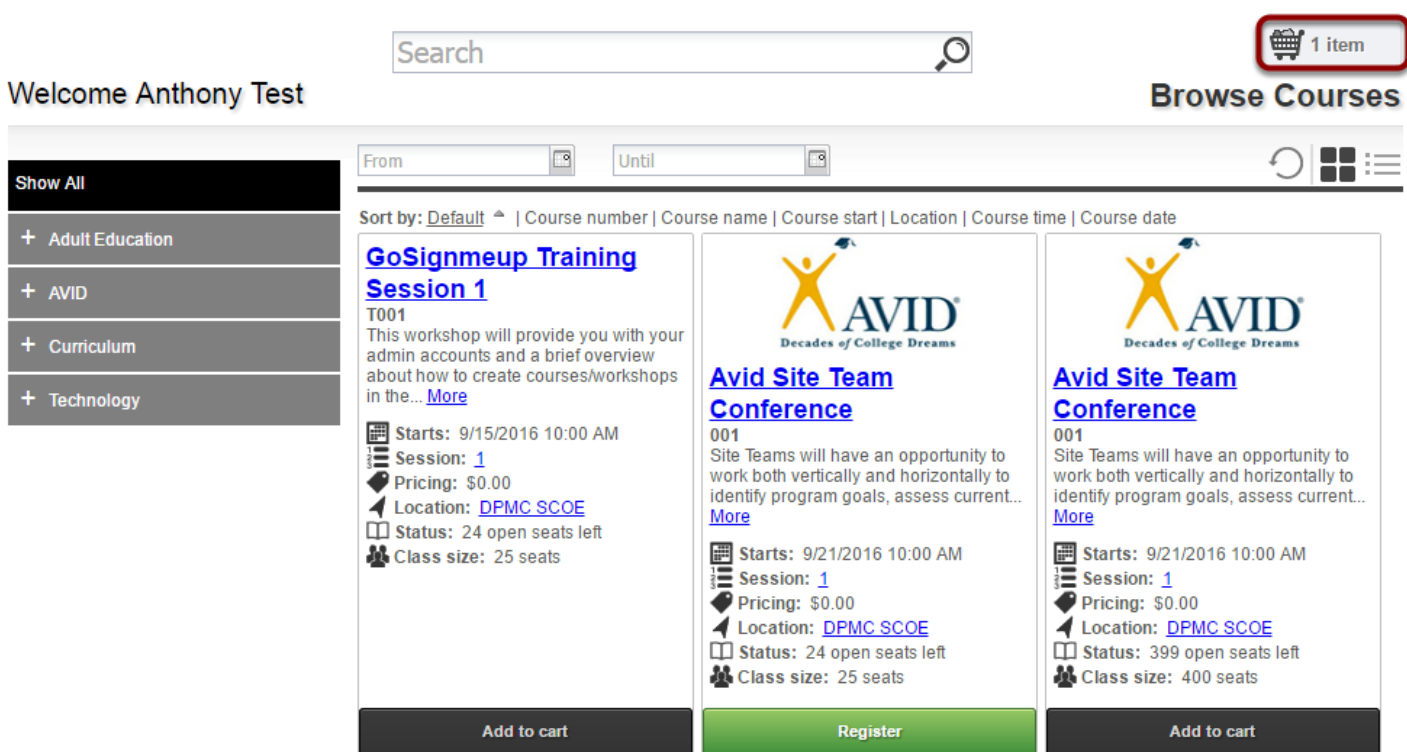
3) This area shows the contact, credits, location and any visual icon for the course if any.

4) Dates and Times shows additional information including when the course starts and the sessions of the course or whether this is an online course.

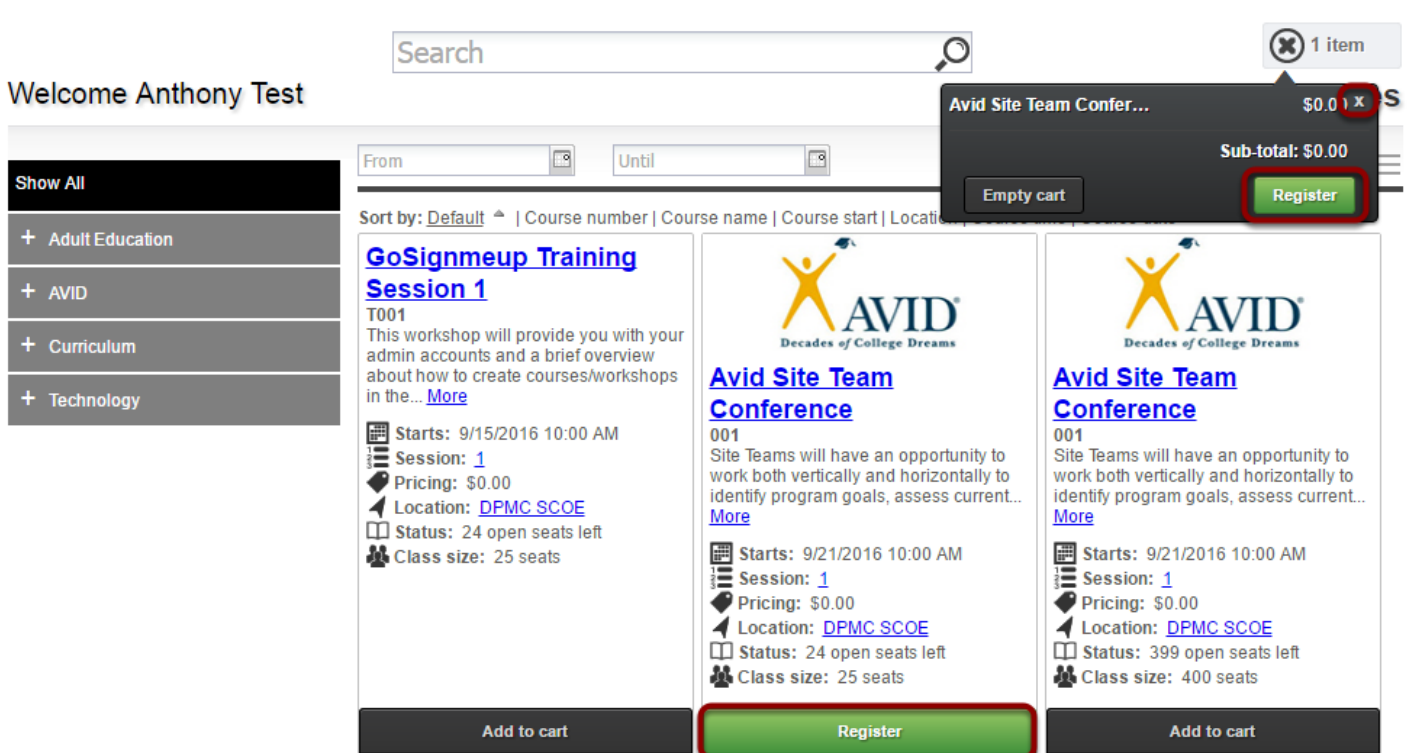
5) Instructors shows the instructors that will be instructing the course, including a bio if they have one.

6) This area is where you can add the course to your cart by clicking "Add to Cart". You will also have to mark required information here including pre-requisites or materials.

7) You can continue adding courses to your cart, or click on the cart to see what is in there.



8) You can open the cart to see your courses. Click the 'X' to remove a course from the cart. Click 'Register' to proceed.



9) After clicking on your cart you can 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".

Log in/ Create Account    **2** Review    3 Payments    4 Receipt & Confirmation

[Add more courses](#)

Review your current order

Course Name	Date(s)	Time(s)	Price	
001 Avid Site Team Conference - 2526	9/21/2016	10:00 AM - 2:00 PM	\$0.00	

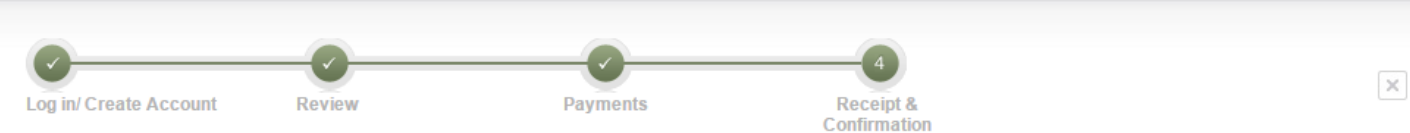
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Sub-total:	\$0.00
Discount:	\$0.00
Sales Tax:	\$0.00
<b>Total:</b>	<b>\$0.00</b>

[Proceed to Next Step](#)

P.O. Box 269003 • Sacramento, CA 95826-9003 • USA • (916) 228-2500

10) You are now registered! You will be taken to the order confirmation page where you can print this for your records.



Thank you for enrolling!

## Order Receipt

<b>Participant Information:</b> Anthony Test city , 92626 <a href="mailto:trevor@gosignmeup.com">trevor@gosignmeup.com</a> 5555555555		<b>Enrollment Details:</b> Date: 9/12/2016 Registration number: CR910LUA6342270 Username: trevor@gosignmeup.com	<b>Payment Details:</b>
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Order Details				
Membership				Price
Course name	Course#	Dates	Status	Price
Avid Site Team Conference	001	9/21/2016 10:00 AM - 2:00 PM	Enrolled	\$0.00
Total:				\$0.00
Discount:				\$0.00
Total Amount Paid:				

[Print Receipt](#)

[Continue Shopping for Courses](#) [Back To User Home](#)

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You will also get a confirmation email sent to you.