

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 to helpdesk@esc4.net with your district and account information.

Once your account is set up as a Group Registrar, go to the Region 4 website to log into your account. http://www.escweb.net/tx_esc_04/default.aspx

region4™
Alternative Certification | Contact Us | Register Online | Site Map | TCPN

HOME ABOUT US EMPLOYMENT PROFESSIONAL DEVELOPMENT SERVICES PRODUCTS QUICKLINKS

Welcome to Professional Development Online Registration Registration Cart: [0 items](#)

QuickLinks
sign in

Home
Search Options
Search
Calendar of Sessions
Conference Events

My Account
Transcripts
User Account
Registration/Certificate
Subscriptions

Help & How-To

PDF Downloads
[Cancel a Registration](#)
[Registration Form](#)

Welcome to Professional Development Online Registration.

Register and track professional development events on-line using the escWorks system!
Signup for a FREE account today

Already know the Session ID?
 GO

Create an Account

- Click *Signup for a FREE account today* in the bar above.
- Complete the form and click **Save Record**.
- **Make note** of your email address and password. You'll need these next time you sign in.

Upcoming Sessions
Monday 2/11/2013
[Health Care Procedures in Schools](#)
Region 4 ESC, MCC 101
[Bus Driver Training - Recertification](#)
Cypress-Fairbanks ISD, Transportation Dept
Tuesday 2/12/2013
[Professional Development and Appraisal System \(PDAS\) Training](#)
Region 4 ESC, MCC 207
[Reading Strategies for Students with Autism: Beginning Readers](#)
Region 4 ESC, MCC 203
[Leaving a Clear Trail: Special Education Courses, Credits, and the Academic Achievement Record](#)
Region 4 ESC, MCC 205
[School Support Teams \(SST\)](#)
Region 4 ESC, MCC 204
Wednesday 2/13/2013
[Reading Strategies for Students with Autism: Intermediate Readers](#)
Region 4 ESC, MCC 203
[Leadership Fusion](#)

Click the Sign In button then enter your Username and password and click Continue.

Security: Sign In

Account Sign-in

E-mail Address:

Password:

[Click here to create a new account](#)
If you have **forgotten your password**, [click here](#).

Submit

QuickLinks
sign in

Home
Search Options
Search
Calendar of Sessions
Conference Events

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 website at http://www.escweb.net/tx_esc_04/help.aspx

The screenshot shows the website's navigation and main content areas. On the left is a green sidebar with 'QuickLinks' (Home, Search Options, My Account, Help & How-To) and a 'sign in' button. The main header is blue with a 'Welcome to Professional Development Online Registration' message and a search box for 'Session ID?'. Below the header is a 'Find a Session' section with instructions to click 'Search' or 'Calendar of Sessions'. On the right, there is a 'Upcoming Sessions' list with dates and event titles.

If you are a Group Registrar, you will see a "Group Register" button on the selected event.

The screenshot displays the 'Session Detail' page. At the top, it shows 'Session Detail' and 'Registration Cart: 0 items'. Below are navigation buttons for 'Previous' and 'New Search'. The session title is 'Child Passenger Safety Training for Transporters'. A description follows, and a red box highlights three buttons: 'Register', 'Group Register', and 'Share'. Below this is 'Important Session Information' including location, registration end time, session ID, contact person (Charley Kennington), instructor(s), and audience. A table at the bottom lists the date (2/28/2013), time (8:00 AM - 5:00 PM), and location (MCC 101, 7145 W Tidwell, Houston, 77092). Additional details include 'Credits Available: (8) Clock Hours' and 'Registration Fee: \$75.00'.

On the session detail page, click on the **Group Register** button to register more than yourself. The register button is used when registering only yourself.

A page will open that lists the first 200 staff members in your district. Please note that any staff member already registered for the session will not be displayed in the list.

26673-Connecting Reading Skills to Writing Skills

Explore literature by using higher-level picture books. Learn to identify story structure, analyze characters, and show various points of view during reading and writing.

Search users by Name, email address or schoolName (first 300 results).

Available Users		Selected Users
Account, Model (escworksModel@esc4.net) ESA Staff	→	
Account, Support (helpdesk@esc4.net) ESA Staff	←	
Ackerton, Adam (aackerton@noemail.com) ESA Staff	→	
Admin, Model (plshear@hotmail.com) ESA Staff	→	
Alexander, Donna (donna.alexander@esc4.net) ESA Staff	←	
Bakken, Bob (bbakken@noemail.com) ESA Staff		
Benevidez, Belinda (bbenevidez@noemail.com) ESA Staff		
Cisneros, Chris (ccisneros@noemail.com) ESA Staff		
Dalton, Delinda (ddalton@noemail.com) ESA Staff		
Harris, Marcy Kay (mharris@esc4.net) ESA Staff		
Mo, Vicky (vmo1@esc4.net) Main Computer Lab		

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

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 schoolName (first 300 results).

Available Users

- Admin, Model (plshear@hotmail.com) ESA Staff
- Shear, Cara (colormepink@nomail.com) ESA Staff
- Shear, Gracie (gracie@noemail.com) ESA Staff
- Shear, Larry (lshear@noemail.com) ESA Staff
- Shear, Pat (pshear@esc4.net) ESA Staff

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

-  Move the selected user(s).
-  Remove the selected user(s).
-  Move all users.
-  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 schoolName (first 300 results).

esa

Available Users

Benevidez, Belinda (bbenevidez@noemail.com) ESA Staff
Cisneros, Chris (ccisneros@noemail.com) ESA Staff
Dalton, Delinda (ddalton@noemail.com) ESA Staff
Mo, Vicky2 (vmo2@esc4.net) ESA Staff
Shear, Gracie (gracie@noemail.com) ESA Staff
Shear, Larry (lshear@noemail.com) ESA Staff
Shear, Pat (pshear@esc4.net) ESA Staff
Test12, Test12 (myTest@esc4.net) ESA Staff
Shear, Cara (colormepink@nomail.com) ESA Staff
Harris, Marcy Kay (mharris@esc4.net) ESA Staff
Account, Model (escworksModel@esc4.net) ESA Staff

Selected Users

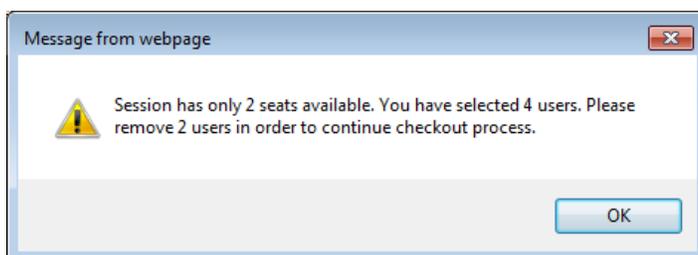
Nguyen, Nancy (nnguyen@noemail.com) ESA Staff
Sanderson, Sally (ssanderson@noemail.com) ESA Staff
Wegner, Anna (escWorksSupport@esc4.net) ESA Staff

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

Cancel

Continue

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.

	Description	Amount
Remove	Nancy Nguyen: 26673-Connecting Reading Skills to Writing Skills Explore literature by using higher-level picture books. Learn to identify story structure, analyze characters, and show various points of view during reading and writing.	\$100.00
Remove	Sally Sanderson: 26673-Connecting Reading Skills to Writing Skills Explore literature by using higher-level picture books. Learn to identify story structure, analyze characters, and show various points of view during reading and writing.	\$100.00
Remove	Anna Wegner: 26673-Connecting Reading Skills to Writing Skills Explore literature by using higher-level picture books. Learn to identify story structure, analyze characters, and show various points of view during reading and writing.	\$100.00
Total:		\$300.00

[Check out](#)

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.

Thank you for your registration

You have been registered for:

Title	Session ID	Start Date	Location
 Connecting Reading Skills to Writing Skills	26673	12/28/2012 8:00 AM	Administration, RM 101
 Connecting Reading Skills to Writing Skills	26673	12/28/2012 8:00 AM	Administration, RM 101
 Connecting Reading Skills to Writing Skills	26673	12/28/2012 8:00 AM	Administration, RM 101

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
Nancy Nguyen	Administration	ESA Staff	26673	Connecting Reading Skills to Writing Skills	Delinda Dalton	\$100.00
Sally Sanderson	Administration	ESA Staff	26673	Connecting Reading Skills to Writing Skills	Delinda Dalton	\$100.00
Anna Wegner	Administration	ESA Staff	26673	Connecting Reading Skills to Writing Skills	Delinda Dalton	\$100.00
TOTAL						\$300.00