

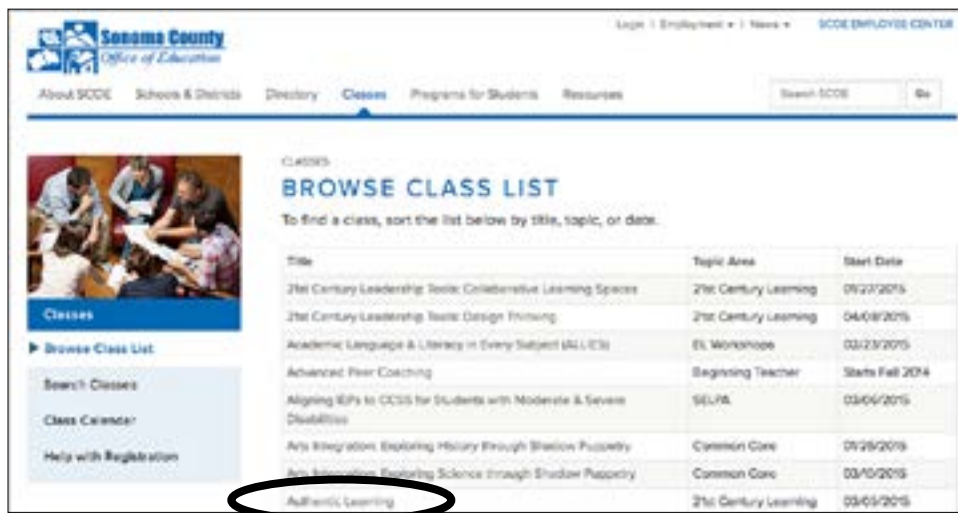
# Online Registration Guide

## How to register another person or group of people

Follow these instructions for any registration submitted on behalf of another person and for any registration that involves a team of two or more. Use this guide if you want to:

- Register another person, but not yourself
- Register a group of people, but not yourself
- Register yourself and another person or group of people

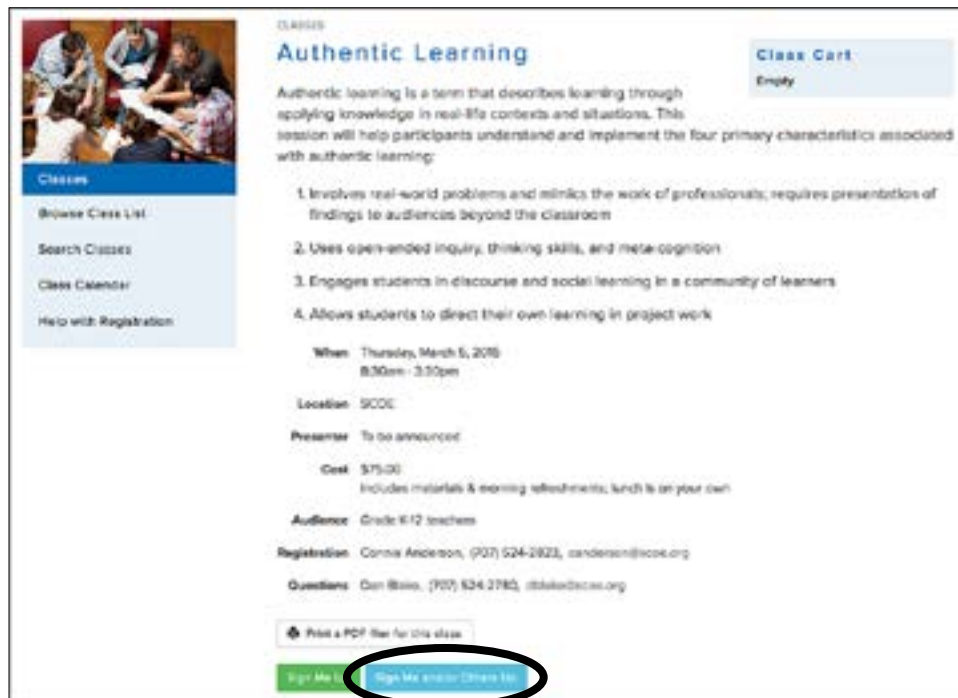
Step 1 Find the class and click on the class name.



The screenshot shows the 'Browse Class List' page on the Sonoma County Office of Education website. A table lists various classes with columns for Title, Topic Area, and Start Date. The 'Authentic Learning' class is circled in red.

Title	Topic Area	Start Date
21st Century Leadership Skills: Collaborative Learning Spaces	21st Century Learning	09/27/2015
21st Century Leadership Skills: Design Thinking	21st Century Learning	04/08/2016
Academic Language & Literacy in Every Subject (ALLIES)	EL Workshops	03/23/2015
Advanced Peer Coaching	Beginning Teacher	Starts Fall 2014
Aligning IEPs to CCSS for Students with Moderate & Severe Disabilities	SELVA	03/06/2015
Arts Integration: Exploring History Through Shadow Puppetry	Common Core	01/29/2016
Arts Integration: Exploring Science through Shadow Puppetry	Common Core	03/10/2016
Authentic Learning	21st Century Learning	05/05/2016

Step 2 Scroll to the bottom of the class description page and select the blue button, Sign Me and/or Others Up.



The screenshot shows the 'Authentic Learning' class description page. The page includes a description of authentic learning, a list of four characteristics, and registration details. The 'Sign Me and/or Others Up' button is circled in red.

**Authentic Learning**

Authentic learning is a term that describes learning through applying knowledge in real-life contexts and situations. This session will help participants understand and implement the four primary characteristics associated with authentic learning:

1. Involves real-world problems and mimics the work of professionals; requires presentations of findings to audiences beyond the classroom
2. Uses open-ended inquiry, thinking skills, and meta-cognition
3. Engages students in discourse and social learning in a community of learners
4. Allows students to direct their own learning in project work

**When:** Thursday, March 5, 2016  
8:30am - 3:30pm

**Location:** SCOE

**Presenter:** To be announced

**Cost:** \$75.00  
Includes materials & evening refreshments, lunch is on your own

**Audience:** Grade K-12 teachers

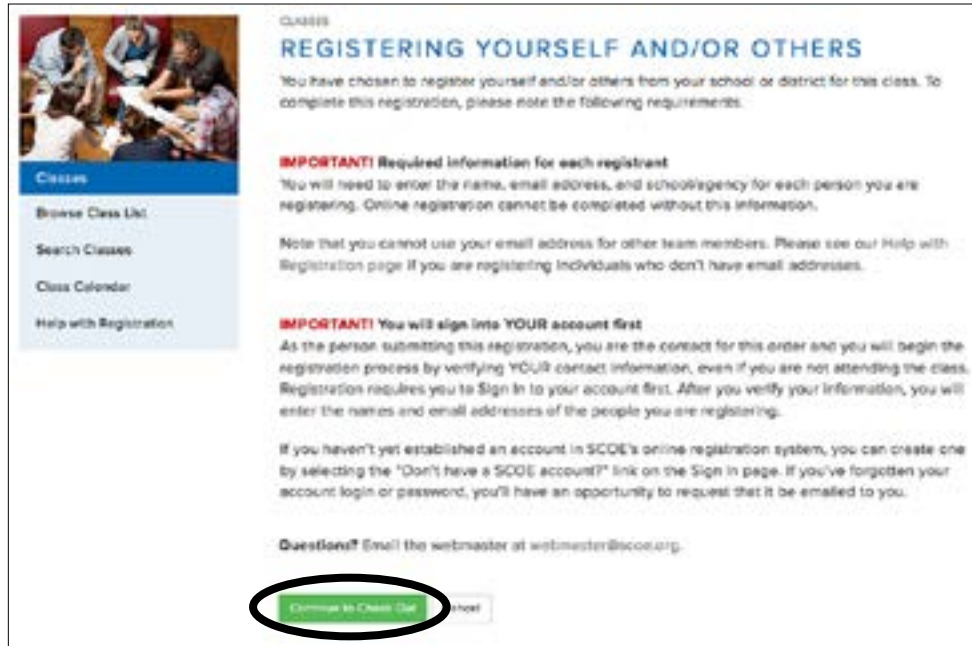
**Registration:** Connie Anderson, (707) 524-2823, canderson@scope.org

**Questions:** Dan Blass, (707) 524-2785, dblass@scope.org

[Print a PDF file for this class](#)

[Sign Me and/or Others Up](#)

Step 3 The next screen provides instructions about completing and following up your online order. Please read the information, then scroll to the bottom of the page and select the green Continue to Check Out button.



CLASSES

## REGISTERING YOURSELF AND/OR OTHERS

You have chosen to register yourself and/or others from your school or district for this class. To complete this registration, please note the following requirements.

**IMPORTANT!** Required information for each registrant  
You will need to enter the name, email address, and school/agency for each person you are registering. Online registration cannot be completed without this information.

Note that you cannot use your email address for other team members. Please see our Help with Registration page if you are registering individuals who don't have email addresses.

**IMPORTANT!** You will sign into YOUR account first  
As the person submitting this registration, you are the contact for this order and you will begin the registration process by verifying YOUR contact information, even if you are not attending the class. Registration requires you to Sign In to your account first. After you verify your information, you will enter the names and email addresses of the people you are registering.

If you haven't yet established an account in SCOE's online registration system, you can create one by selecting the "Don't have a SCOE account?" link on the Sign In page. If you've forgotten your account login or password, you'll have an opportunity to request that it be emailed to you.

**Questions?** Email the webmaster at [webmaster@scoe.org](mailto:webmaster@scoe.org).

[Continue to Check Out](#)

Step 4 Sign in to your account by typing your Login and Password in the boxes provided, then click the green Login button. Note: Please use your own Login and Password even if you are registering someone else and not attending the class yourself.



My Account

## PLEASE SIGN IN

Please enter your login and password below or choose one of the prompts below the Login button.

Login

Password

[Login](#)

[I don't have a Login and Password](#)

[I forgot my Login and/or Password](#)

[I need assistance](#)

- If you don't have an account, select the "I don't have a Login and Password" link below the Login button to set one up. You'll need to provide some basic information and establish a personal Login and Password.
- If you have forgotten your Login or Password (or if you're not sure if you have one) select the "I forgot my Login and/or Password" link and follow the prompts provided.
- If you need additional assistance, use the link provided to go to a Help page.

Step 5 In the box at the top of the Verify Your Information screen, indicate the number of people you are registering.

Answer the question “Will you be attending the class?” by selecting Yes or No.

If you have a registration code (this is rare), enter it in the box.

Verify your account information (name, address, etc.) and make any updates that are necessary, then select the green Submit button at the bottom of the page.

**VERIFY YOUR INFORMATION**  
Enter the number of people you are registering for this class. You will submit their names after completing this initial form with your contact information.

Class  
Authentic Learning  
Thursday, March 5, 2015  
8:30am - 3:30pm [Remove Class]

# of Participants

You are the contact person for this registration.  
Will you be attending the class?  Yes  No  
If you have a registration code, enter it here.

First Name \* Last Name \*

Submit

Very important:  
You should verify your information on this screen, even if you are not attending the class.

Step 6 Enter the first name, last name, email address, and school for each person that you are registering. Note that each individual must have their own email address. Please do not use your address for other people. Select the green Submit button at the bottom of the page when you have finished entering this information.

**CLASS: AUTHENTIC LEARNING**  
Please enter the name, email address, and school for each person who will be attending this class.

1 First Name Last Name School  
Email Confirm Email

2 First Name Last Name School  
Email Confirm Email

Submit Cancel

Step 7 If the workshop is free, the next screen is a confirmation screen. It lists the class particulars, names of each person you are registering, and SCOE’s registration policies.

**CONFIRMATION**  
Thank you. You are now registered for the class(es) listed below and a confirmation is being sent to your email account.

If there is a charge for the workshop, the next screen is where you will select your payment method. If you are paying by purchase order or check, you will proceed to a confirmation screen after selecting your payment method. If you are paying by credit card, you will proceed to PayPal, then return to SCOE for payment confirmation.

**PAYMENT**  
Your registration is not complete until you select a payment method.

Suzanne Gedney  
sgedney@scoe.org

County: Sonoma  
District: SCOE  
School: Administration  
5340 Skylane Boulevard  
Santa Rosa, CA 95403  
Work Phone: (707) 524-2620  
Home/Cell Phone: (707) 524-2620

Class	# of Participants	Price
Close Reading of Visual Media Wednesday, February 18, 2015 8:30am - 12:30pm Location: SCOE Contact: Connie Anderson, (707) 524-2823, canderson@scoe.org	1	35.00

Payment information:

SubTotal: \$	35.00
Total Due: \$	35.00
Balance Due: \$	35.00

Select a Payment Method:

Purchase Order      Mail In Check                         

Step 8 Print your registration confirmation. Note that only the person placing the order will receive an email confirmation.

**PAYING BY PURCHASE ORDER**

Thank you. You are now registered for the class(es) listed below and a confirmation is being sent to your email account.

Note that your registration is not complete until payment is received. You have elected to pay by Purchase Order, which must be submitted within 10 business days. Make your Purchase Order payable to the Sonoma County Office of Education (SCOE) and mail it to 5340 Skylane Boulevard, Santa Rosa, CA 95403 or fax it to (707) 578-0220.

**Please print a copy of this page and submit it with your Purchase Order. Thank you.**

Suzanne Gedney  
sgedney@scoe.org

County: Sonoma  
District: SCOE

Class	Participants	Price
Authentic Learning Thursday, March 5, 2015 8:30am - 3:30pm	2	150.00

Step 9 Log out of your account using the Logout link at the very top of the page.

Support   **Logout**   Employment   News   SCOE EMPLOYEE CENTER