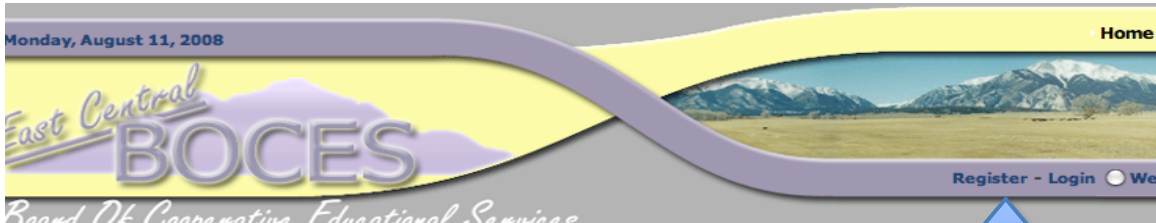


# EC BOCES ONLINE EVENT REGISTRATION

EAST CENTRAL BOCES HAS IMPLEMENTED AN ONLINE REGISTRATION PROCESS FOR ALL PROFESSIONAL DEVELOPMENT ACTIVITIES. PLEASE USE THIS DOCUMENT AS A GUIDE FOR REGISTERING ONLINE.



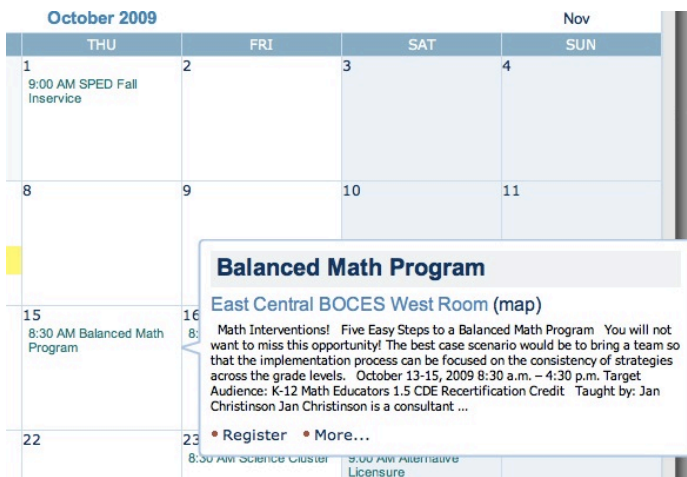
## WEBSITE REGISTRATION

1. Go to [www.ecboces.org](http://www.ecboces.org)
2. Click on Register
3. Fill out the registration form and click on Register.
4. An email will be sent to your email address with a code that you will need when you first log in.
5. Once you get the email, return to the site and click on Login.
6. The first time that you log in, you will be prompted for the code and you will need

## EVENT REGISTRATION

Once you have registered for the website, you will now be able to register for events.

1. Go to [www.ecboces.org](http://www.ecboces.org)
2. From the main page, you will see immediate upcoming events. From this, you can link directly to an event or click on the link at the top to go to the full calendar.



Clicking on an item in the calendar will open a brief description box.

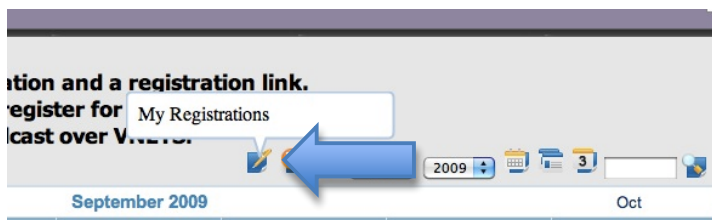
From here, you can go directly to registration or click on More to get more information.

If you have not logged into the website, clicking on Register will take you to the log in screen first.

On the registration page:

- 1) Notice that your name, email, phone and street address are auto filled from your website registration.
- 2) Make sure that you fill in your District. You can complete your address or add comments if you wish.
- 3) If you want to register for multiple people from your district, click on Add Another Attendee and this will allow you to register several people at once.
- 4) Make sure that click on Register when you are done.
- 5) You will receive an email verifying

## MANAGING YOUR REGISTRATIONS



From the main calendar page, click on the My Registrations icon to see your registrations. You will see TWO entries for each registration – one is showing that you made the registration, the other shows that you are an attendee. If you registered other attendees, they will be

listed here to. You can cancel a registration here but it will cancel all attendees that you registered. If just one of the attendees that you register needs to cancel, call Lorie at 719-775-2342.

IF YOU NEED HELP WITH THE WEBSITE, PLEASE CONTACT EMMA RICHARDSON

[EMMAR@ECBOCES.ORG](mailto:EMMAR@ECBOCES.ORG) 719-775-2342 EXT.122