

## REGISTER OTHERS

1. Make sure you are logged on with your Region 10 Account.
2. From the Calendar of Events Daily Listing, **click** on the **TITLE** of the class.

Event Details - Windows Internet Explorer provided by Yahoo!

http://events.ednet10.net/fe2production.nsf/eventdetails?readform&eventid=EVT-EVE

Yahool Search

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Event Details

**REGION 10**  
EDUCATION SERVICE CENTER

## Calendar of Events

Home | Calendar Home | Search | Enrollments | Transcript | My Events | Create Event | My Resources | Facilities Report | Logout

Work with Event | [Click here to SUBSCRIBE to this event](#) | [REGISTER FOR THIS EVENT](#) | [Highlight Box](#)

### 4-28-2008 Calendar Demo Event

This is a Demo Event for Class

Event Type: Workshop

Presenter:

Event Schedule:

Date	Time	Location	Room
<b>Section 1</b>			
6/28/2009	8:00 AM-4:00 PM		Demo Room 1
6/28/2009	8:00 AM-4:00 PM		Demo Room 2
<b>Section 2</b>			
6/28/2009	4:00 PM-9:00 PM		Demo Room 3

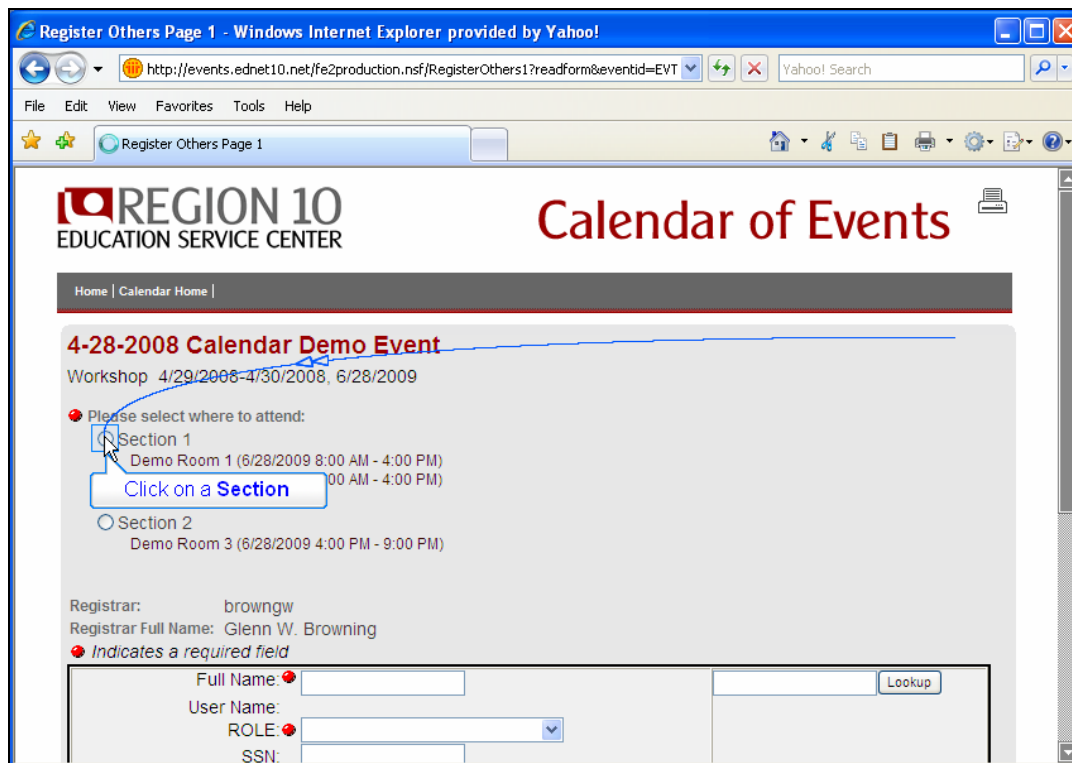
Registration Deadline: [6/28/2009](#)

Subject Area: Career and Technology

Audience:

Click on Register Others

3. **Click** on the **REGISTER OTHERS** link on the top right of the screen.



4. If the workshop has more than one Section, **click** on the **SECTION** you wish to use for registering.

Register Others Page 1 - Windows Internet Explorer provided by Yahoo!

http://events.ednet10.net/fe2production.nsf/RegisterOthers1?readform&eventid=EVT

File Edit View Favorites Tools Help

Register Others Page 1

**REGION 10**  
EDUCATION SERVICE CENTER

**Calendar of Events**

Home | Calendar Home |

**4-28-2008 Calendar Demo Event**  
Workshop 4/29/2008-4/30/2008, 6/28/2009

Please select where to attend:

Section 1  
Demo Room 1 (6/28/2009 8:00 AM - 4:00 PM)  
Demo Room 2 (6/28/2009 8:00 AM - 4:00 PM)

Section 2  
Demo Room 3 (6/28/2009 4:00 PM - 9:00 PM)

Registrar: browngw  
Registrar Full Name: Glenn W. Browning

*Indicates a required field*

Full Name:

User Name:

ROLE:

SSN:

Highlight Box Lookup

Click on the Lookup Text Field

5. **Click** on the **LOOKUP TEXT FIELD** box.

The screenshot shows a web browser window titled "Register Others Page 1 - Windows Internet Explorer provided by Yahoo!". The address bar contains the URL "http://events.ednet10.net/fe2production.nsf/RegisterOthers1?readform&eventid=EVT". The page content includes a section list with "Section 1" selected, containing "Demo Room 1 (6/28/2009 8:00 AM - 4:00 PM)" and "Demo Room 2 (6/28/2009 8:00 AM - 4:00 PM)". Below this is "Section 2" with "Demo Room 3 (6/28/2009 4:00 PM - 9:00 PM)". The form fields are as follows:

- Registrar: browngl
- Registrar Full Name: Glenn V
- Full Name:  (with a red dot icon and a callout: "Type the LAST NAME of the REGISTRANT in the Lookup Text Field")
- User Name:
- ROLE:  (with a red dot icon and a dropdown arrow)
- SSN:
- E-mail Address:  (with a red dot icon)
- Work Phone:
- Contact Number:
- Address:
- City:
- State:
- ZIP:
- Region:  (with a dropdown arrow, showing "Region 10")
- District:  (with a red dot icon and a dropdown arrow, showing "-SELECT-")
- Campus:  (with a red dot icon and a dropdown arrow, showing "-select a district-")

A "Lookup" button is located to the right of the "Full Name" field. A callout points to it with the text "Click on the Lookup button".

6. **Type** in the **LAST NAME** of the **REGISTRANT** in the **LOOKUP TEXT FIELD**.
7. **Click** on the **LOOKUP** button.

Register Others Page 1 - Windows Internet Explorer provided by Yahoo!

http://events.ednet10.net/fe2production.nsf/RegisterOthers1?readform&eventid=EVT

Section 2  
Demo Room 3 (6/28/2009 4:00 PM - 9:00 PM)

Registrar: browngw  
Registrar Full Name: Glenn W. Browning  
Indicates a required field

Full Name: Glenn W. Browning  
User Name: browngw  
ROLE: [Dropdown]  
SSN: [Text]  
E-mail Address: glenn.browning@region10.org  
Work Phone: [Text]  
Contact Number: [Text]  
Address: [Text]  
City: [Text]  
State: [Text]  
ZIP: [Text]  
Region: Region 10  
District: -SELECT-  
Campus: -select a district-

24 matches found

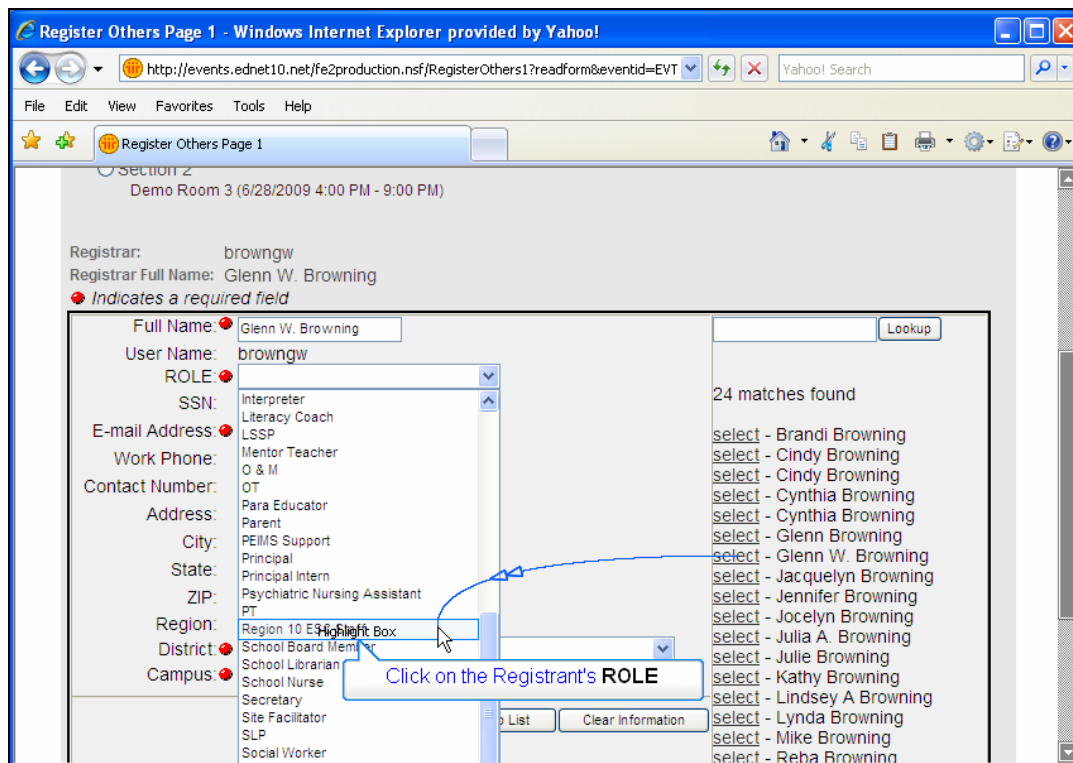
- select - Brandi Browning
- select - Cindy Browning
- select - Cindy Browning
- select - Cynthia Browning
- select - Cynthia Browning
- select - Glenn Browning
- select - Glenn W. Browning
- select - Jacquelyn Browning
- select - browngw
- select - glenn.browning@region10.org
- select - Region 10 ESC / Instructional Services
- select - Julia A. Browning
- select - Julie Browning
- select - Kathy Browning
- select - Lindsey A Browning
- select - Lynda Browning
- select - Mike Browning
- select - Reba Browning

Click on the **DROPDOWN** to select a **ROLE**

Click on **SELECT** for the **REGISTRANT**

Add Person to List Clear Information

8. Click on the **SELECT** to the **LEFT** of the **REGISTRANT** that you want to register for the workshop.
9. Several of the fields will be filled in with information.  
(**IMPORTANT** – **USERNAME** is the Region 10 Account the registration will display in **TRANSCRIPT** And/or **ENROLLMENTS**. If **USERNAME** is **BLANK** then the **REGISTRANT** can **NOT** access the **COURSE EVALUATION** or **CERTIFICATE**.)
10. Click on the **DROPDOWN** to select a **ROLE** from the list.



11. **Scroll** through the list and **click** on the **JOB TITLE** that most resembles the **REGISTRANT**.

Register Others Page 1 - Windows Internet Explorer provided by Yahoo!

http://events.ednet10.net/fe2production.nsf/RegisterOthers1?readform&eventid=EVT

Section 2  
Demo Room 3 (6/28/2009 4:00 PM - 9:00 PM)

Registrar: browngw  
Registrar Full Name: Glenn W. Browning  
Indicates a required field

Full Name: Glenn W. Browning  
User Name: browngw  
ROLE: Region 10 ESC Staff  
SSN:  
E-mail Address: glenn.browning@region10  
Work Phone:  
Contact Number:  
Address:  
City:  
State:  
ZIP:  
Region: Region 10  
District: Region 10 ESC  
Campus: Instructional Services

24 matches found

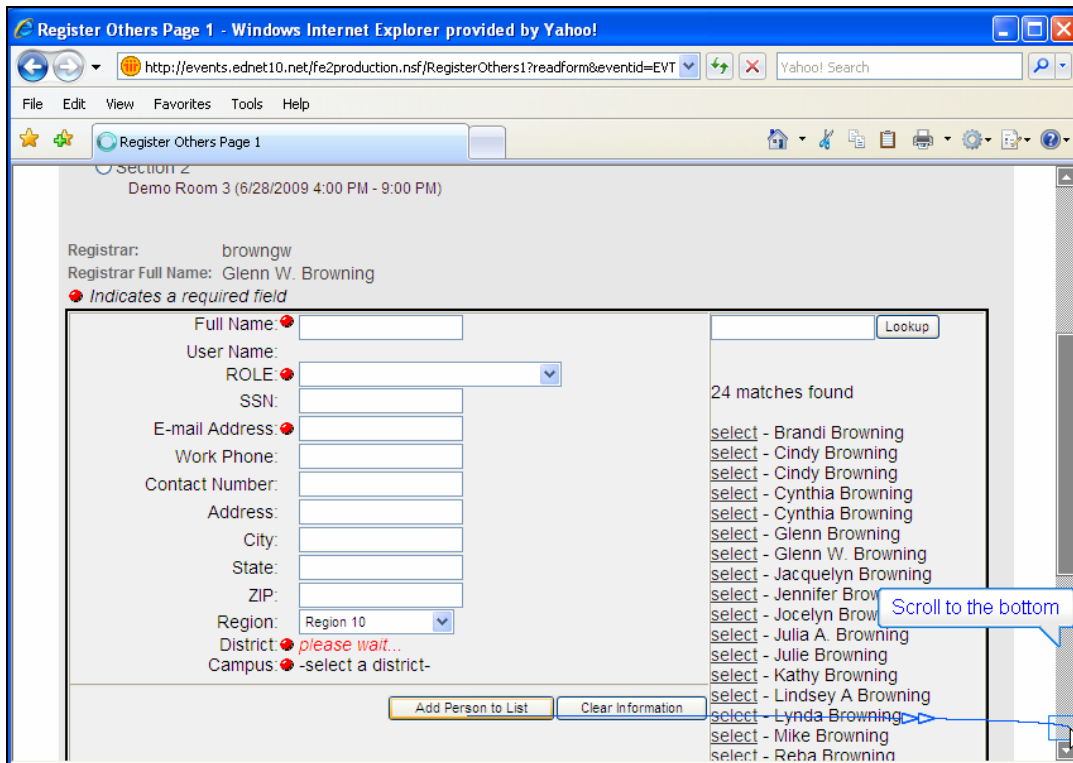
- select - Brandi Browning
- select - Cindy Browning
- select - Cindy Browning
- select - Cynthia Browning
- select - Cynthia Browning
- select - Glenn Browning
- select - Glenn W. Browning
- select - Jacquelyn Browning
- select - Jennifer Browning
- select - Jocelyn Browning
- select - Julia A. Browning
- select - Julie Browning
- select - Kathy Browning
- select - Lindsey A Browning
- select - Lynda Browning
- select - Mike Browning
- select - Reba Browning

Click on and complete any other fields.

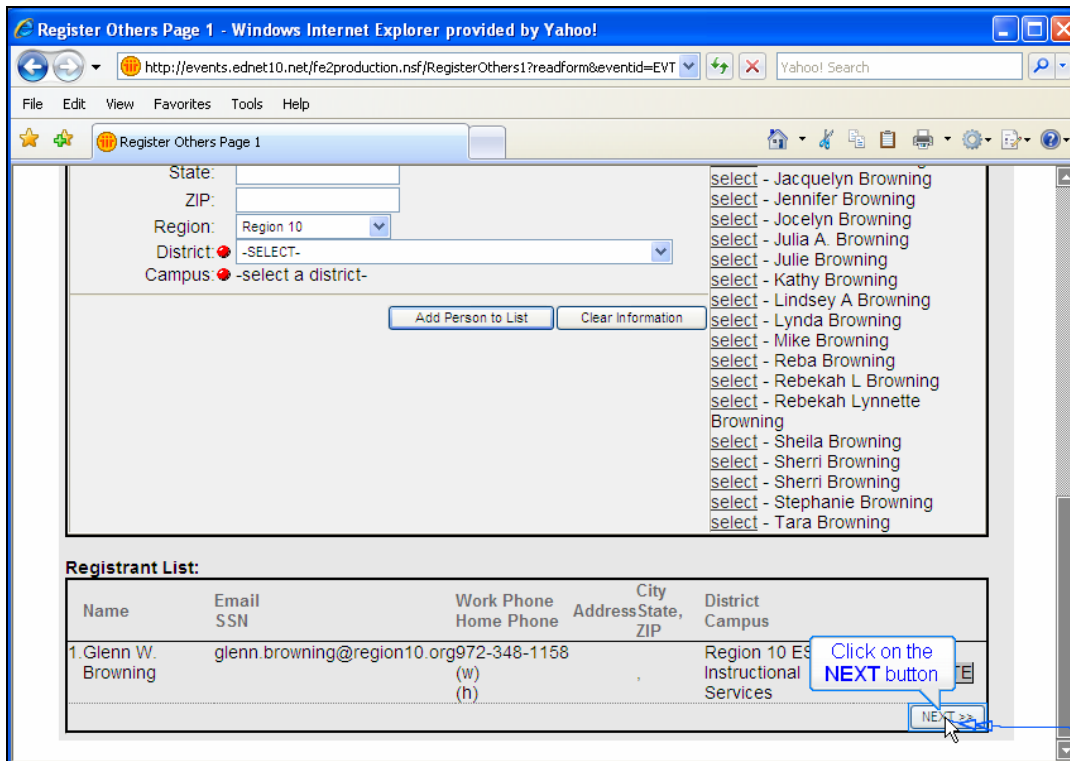
Click on the Add Person to List button

Add Person to List Clear Information

12. **Click** on any other **FIELDS** and **fill** in with the **REGISTRANT'S** information.
13. Make sure all **REQUIRED** fields, the ones with the **RED DOT** to the left of the field, are completed.
14. **Click** on the **ADD PERSON TO LIST** button.  
(**NOTE:** If you have more than one **REGISTRANT** to register, continue from **STEP 5**, otherwise go To **STEP 15**.) You can register **one** or a **group** of **REGISTRANTS** all at once.



15. **Scroll** to the bottom of the screen.



16. Click on the NEXT button.

Register Others Page 2 - Windows Internet Explorer provided by Yahoo!

http://events.ednet10.net/fe2production.nsf/registerothers2?readform&regid=REG-EV

REGION 10  
EDUCATION SERVICE CENTER

## Calendar of Events

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### 4-28-2008 Calendar Demo Event

Workshop 4/29/2008-4/30/2008, 6/28/2009  
Section 1  
6/28/2009 8:00 AM-4:00 PM Demo Room 1  
6/28/2009 8:00 AM-4:00 PM Demo Room 2

Registrar: Glenn W. Browning (browngw)

Name	Email SSN	Work Phone	Address	City	ZIP	District	Campus
1. Glenn W. Browning	glenn.browning@region10.org					Region 10 ESC	Instructional Services

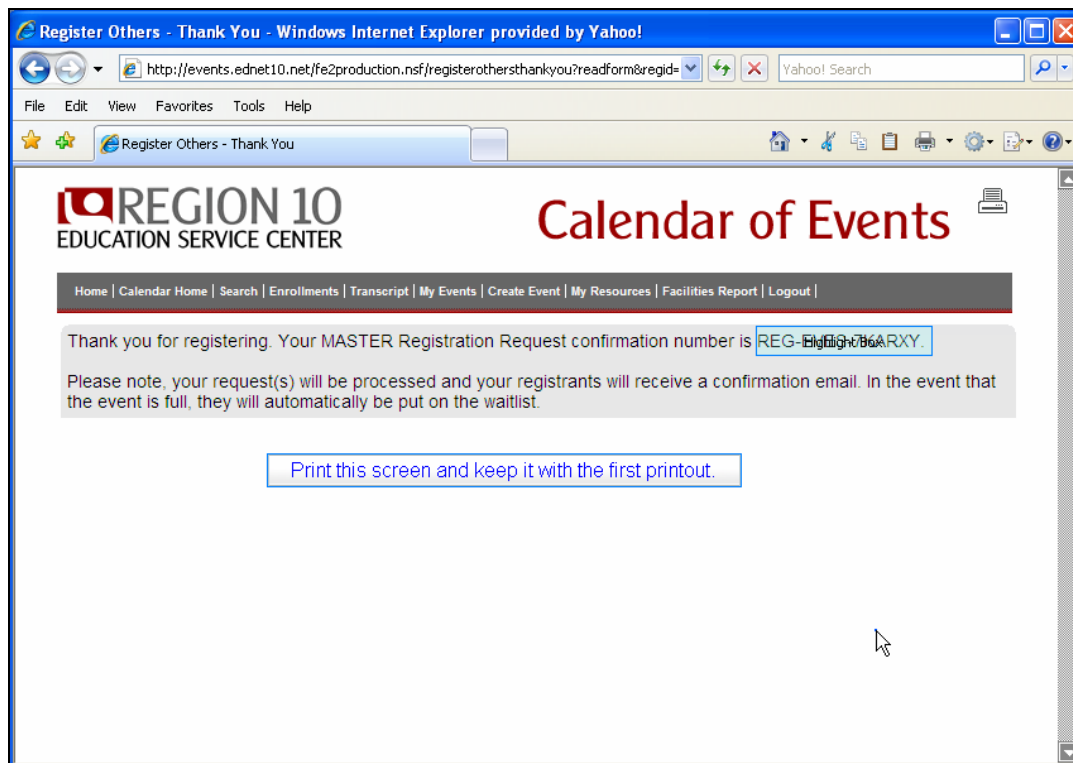
<< Back

Submit Registration Request

Print this screen and keep it for Registrant Inquiries.

Click on the Submit Registration Request button

17. **Print** the screen to keep a record of who you registered, in case a **REGISTRANT** has a question later.
18. **Click** on the **SUBMIT REGISTRATION REQUEST** button to register the **REGISTRANTS** listed.



19. The **REGISTRATION REQUEST CONFIRMATION NUMBER** will be displayed.

**NOTE:** REGISTER OTHERS adds 4 characters to the end of the confirmation code to make a unique number for each REGISTRANT.

The First Registrant will be: **REG-EVES-XXXXXX-001**

The Second Registrant will be: **REG-EVES-XXXXXX-002**

The Third Registrant will be: **REG-EVES-XXXXXX-003**

(XXXXXX – is the last six characters displayed on the screen above for you.)

20. **Print** the screen and **attach** this printout to the first printout.

21. The system will process the registrations and send a **CONFIRMATION EMAIL** on the **FINAL STATUS** Of the **REQUESTED REGISTRATIONS**.