# Region 17 ESC Registration

## Create an Account

You will need to have a unique email account. [Only 1 ESCite account can be setup for each email address]   If you do not have one, it is fairly easy to obtain one through:

> Yahoo Mail
> Hotmail
> FastMail
> AOL Free Email (AIM Email)

After you have an email account, you will need to go to the website to create your ESCite account.  www.esc17.net.  From the home page, click on the *Workshops* link on the top menu strip.



Click on "Create an Account" at the top of the screen.

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You will need to complete the next five web pages and click the "Create My Account" button on the last webpage.  Your account is now setup and you will be able to register for this and other conference/workshops provided at Region 17 ESC.

# Register for a Conference

After you have logged in/created the account, you will be able to go to the desired workshop/conference and register.

To select the workshop/conference
Step 1 could be Workshop or Conference
Step 2 could be Sort by Date
Step 3 could be "the workshop/conference date"



Click Begin Search.

When the next screen appears, select the conference of your choice.

Conferences:

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Review the conference to verify that you selected the correct one and Click *Register Now* or Click *View Sessions* to print or decide on the sessions you will attend.

## *For Conference:*



Click *Choose Sessions* button.

Select all desired sessions – Keynote/Closing Keynote plus session in each time slot.  If there is not a check box before a session, the session is full and you will need to make another selection.



Click *Save Sessions*.

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For payment, select Type of Payment from the dropdown list and input the PO # or Check # in the appropriate field.



Click *Submit Registration* button.

Conference Registration Confirmation… will be the next screen to appear.  We suggest you print your confirmation.

An email should be sent to the email address used within 24 hrs confirming your registration.