

# 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](http://www.esc17.net). From the home page, click on the *Workshops* link on the top menu strip.

The screenshot shows the home page of the Region 17 Education Service Center website. The header includes navigation links: HOME | SITEMAP | WEB MAIL | CONTACT US |. Below the header is a main banner for "Creating a New Culture of Teaching and Learning" dated September 27, 2011. A sidebar on the left contains a menu with categories like "About ESC-17", "Administrative Services", "Adult Education", "Compliance/Accountability", "Curriculum", "District/Campus Leadership", "Diverse Learners", "Food Service", "IMS/PEIMS", "State Initiatives", "Superintendent Links", "Student Support", and "Technology". The main content area features "FEATURES" with articles such as "Special Education Topics with Dr. Gail Chermak" and "ADHS - Math and Science for Early Childhood". A right sidebar highlights "Region 17 NEWS & EVENTS" and "DEAF EDUCATION CERTIFICATION PROGRAM". At the bottom, contact information for the Region 17 Education Service Center is provided, along with a commitment statement about developing and nurturing healthy, thriving learning communities.

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

The screenshot shows the registration process on the ESCite website. The header includes the Region 17 Education Service Center logo and the ESCite logo. The main content area is titled "Find a Workshop..." and includes a search bar. Below the search bar, there are instructions for creating an account or logging in. The registration process is broken down into steps: Step 1: Choose a Type of Event, Step 2: Select an Event, Step 3: Select Date of Event, Step 4: Click "Begin Search!". The footer contains contact information for the Region 17 Education Service Center and a commitment statement about developing and nurturing healthy, thriving learning communities.

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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.

# Region 17 ESC Registration

## 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:

This screenshot shows the registration page for the 'C\_07-00060 - 3rd Annual Early Childhood Conference: A Carousel Through the Content - Boardwalk Bonanza'. The page includes a navigation bar with 'Region 17 Home', 'ESCE', and 'ESCR'. A sidebar on the left contains links for 'District Administrators' and 'Read Help???'. The main content area features a 'Conference Details...' section with a description of the event, a 'Registration Information' section, and a 'Registration Details' table. The table lists the event name, dates (April 11-12, 2012), location (Region 17 ESC, 1111 West Loop 288, Lubbock, TX 79416), and a fee of \$25.00 for lunch and conference registration. A 'District Administrators' button is visible. At the bottom, contact information for Region 17 Education Service Center is provided.

This screenshot shows the registration page for the '3rd Annual Early Childhood Conference: A Carousel Through the Content - Boardwalk Bonanza'. The page includes a navigation bar with 'Region 17 Home', 'ESCE', and 'ESCR'. A sidebar on the left contains links for 'District Administrators' and 'Read Help???'. The main content area features a 'Conference Registration...' section with a 'Now to Register...' section, a 'Conference Details' table, and a 'Payment Method' section. The table lists the event name, dates (April 11-12, 2012), location (Region 17 ESC, 1111 West Loop 288, Lubbock, TX 79416), and a fee of \$25.00 for lunch and conference registration. A 'District Administrators' button is visible. At the bottom, contact information for Region 17 Education Service Center is provided.

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.

This screenshot shows the 'Session Details...' page for the '3rd Annual Early Childhood Conference: A Carousel Through the Content - Boardwalk Bonanza'. The page includes a navigation bar with 'Region 17 Home', 'ESCE', and 'ESCR'. A sidebar on the left contains links for 'District Administrators' and 'Read Help???'. The main content area features a 'Session Details...' section with a 'Choose a Category...' dropdown and a list of sessions. The sessions are listed in a table with columns for session number, title, presenter, and time slot. A 'District Administrators' button is visible. At the bottom, contact information for Region 17 Education Service Center is provided.

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.

The screenshot shows the 'Conference Registration' page on the Region 17 Education Service Center website. The page is divided into several sections:

- Header:** 'Region 17 EDUCATION SERVICE CENTER' with the 'esc' logo.
- Left Sidebar:** Contains navigation links like 'Home', 'About Us', 'Contact Us', and 'District Administrators'. It also includes a 'District Administrators' button and contact information for additional questions.
- Main Content Area:**
  - How to Register:** Instructions on how to complete the registration by sending a payment.
  - Registration Details:** Includes fields for 'Registration Number', 'Registration Name', 'Registration Email', 'Registration Phone', 'Registration Address', 'Registration City', 'Registration State', 'Registration Zip', 'Registration Country', 'Registration Title', 'Registration Date', 'Registration Time', 'Registration Location', 'Registration Region', 'Registration Contact', 'Registration Contact Email', 'Registration Contact Phone', 'Registration Contact Fax', 'Registration Contact Address', 'Registration Contact City', 'Registration Contact State', 'Registration Contact Zip', 'Registration Contact Country', 'Registration Contact Title', 'Registration Contact Email', 'Registration Contact Phone', 'Registration Contact Fax', 'Registration Contact Address', 'Registration Contact City', 'Registration Contact State', 'Registration Contact Zip', 'Registration Contact Country', 'Registration Contact Title'.
  - Payment Information:** Includes a 'Payment Method' dropdown menu, a 'Check #', and a 'P.O. #' field.
  - Buttons:** 'Submit Registration' and 'Cancel Registration' buttons.
  - Notes:** A note stating 'After submitting your registration, a confirmation email will be sent to your email address.'
- Footer:** Contact information for Region 17 Education Service Center and a commitment statement.

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.