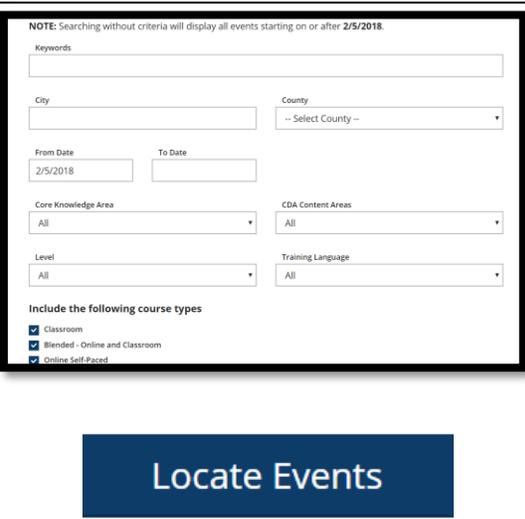
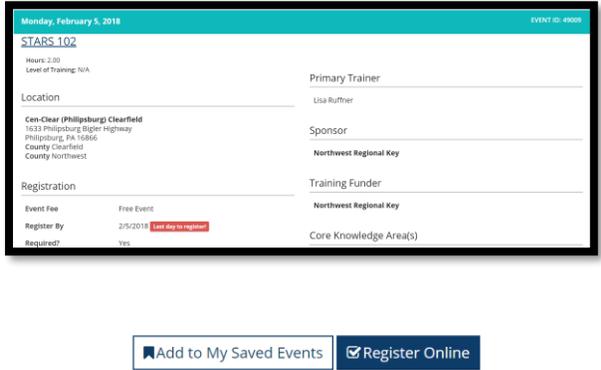
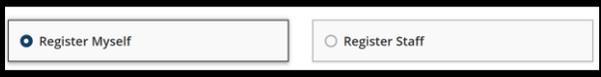
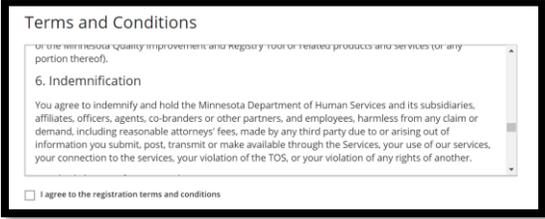
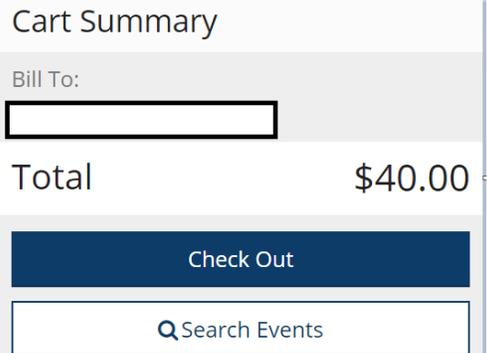
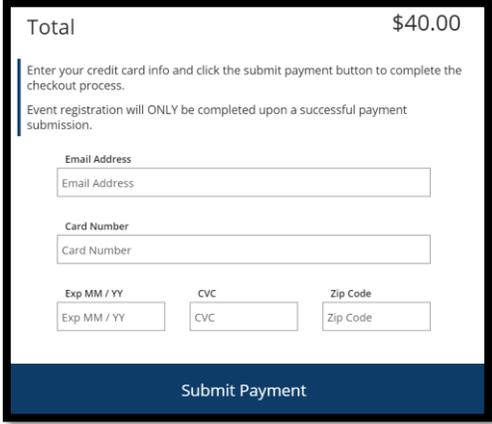


Finding and Registering for Professional Development

<p>1. Go to www.pakeys.org and click on the green PD Registry Login tab. You can also login directly from www.papdregistry.org.</p>	
<p>2. Enter your email and password used to access the previous registry.</p> <p>If you are a brand-new user, you may create a new account. Do not create a new account if you have logged into the previous registry.</p>	
<p>3. Click on the Training Calendar Tab on the left black menu.</p>	
<p>4. Click on the Training Calendar.</p>	
<p>5. Search by different filters on this page. Add your city or county to find trainings in your area. You may add one or more filters such as course title, city, county, date, and course type (online or classroom). Click Locate Events.</p>	
<p>6. Locate the event that you want to register for. Click on Register Online on the bottom right of the event.</p>	

	
<p>7. Scroll down and select Register Myself or Register My Staff. A director may register themselves and their staff at the same time.</p>	
<p>8. Add Information in the Attendee Details section and accept the terms and conditions.</p>	
<p>9. If the event is free, Click Complete Registration. Go to Step 12 if there is a fee for the event.</p>	
<p>10. Click Add Event to Cart (You will see this option if there is a fee for the event).</p>	
<p>11. Scroll down to click View Cart on the right of the page.</p>	
<p>12. Click Check Out.</p>	

<p>13. Enter your email and card information. Click Submit Payment.</p>	
<p>14. You will receive a confirmation email for registering.</p>	
<p>15. Once you attend the event and the instructor marks you as attending, you will see this event under your Training Tab once you are logged in.</p>	