HOW TO FIND PROFESSIONAL DEVELOPMENT AND REGISTER


2. Click the green PD Registry box on the home page.

3. Click ‘Login’ in the top right corner.

4. Enter your email address and password, then click ‘Login’.

5. Click on ‘Training Calendar’ on the left-hand menu.

6. 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).
7. Click ‘Locate Events’.

8. Locate the event that you want to register for. Click on Register Online on the bottom right of the event.

9. Scroll down and select ‘Register Myself’ or ‘Register My Staff’. A director may register themselves and their staff at the same time.

10. Add information in the Attendee Details section and accept the terms and conditions.
11. If the event is free, click ‘Complete Registration’. Go to Step 12 if there is a fee for the event.

12. Click ‘Add Event to Cart’ (You will see this option if there is a fee for the event).

13. Scroll down to click ‘View Cart’ on the right of the page.

14. Click ‘Check Out’.

15. Enter your email and card information. Click ‘Submit Payment’.

16. You will receive a confirmation email for registering.
17. Once you attend the event and the instructor marks you as attending, you will see this event under your My PD Tab once you are logged in.

My Individual Profile