## HOW TO REGISTER FOR ON-LINE PRO-D SESSIONS:

Click on the link provided in the Pro-D e-mail or go to: <u>http://www2.sd71.bc.ca/events</u>

Click on 'Support Staff'



Then click on 'Register' to open event.

RAPID DAMAGE ASSESSMENT - M FOURNIER - 3 HOURS AM ONLY
Free Event
Date: February 18, 2013
Available Spaces: 25
Register
SAMPLE EVENT
Free Event
Date: January 19, 2013
Available Spaces: 20
Register

Click on black triangle pointing down to access drop down menu to choose time (if there are multiple time offerings)

SAMPLE EVENT	
<b>Description:</b> This is a sample event to show people how to register and choose the time they want.	
Date: January 19, 2013 Choose a Time: 8:30 am - 10:00 am (10 available spaces)  Free Event REGISTRATION DETAILS	SAMPLE EVENT         Description:         This is a sample event to show people how to register and choose the time they want.
Personal Information First Name *	Date:       January 19, 2013         Choose a Time:       8:30 am - 10:00 am (10 available spaces)         Free Event       8:30 am - 10:00 am (10 available spaces)         REGISTRATION DET       10:15 am - 11:45 am (10 available spaces)
Last Name *	Personal Information First Name * Last Name *
Submit Edit Event	Email *  Submit Edit Event

Click on the 'submit' button to register.

To select another session go back to the main page by clicking on the back arrow at the top left-hand side of your web page.

## BE CAREFUL NOT TO REGISTER FOR SESSIONS WHICH ARE TAKING PLACE AT THE SAME TIME!