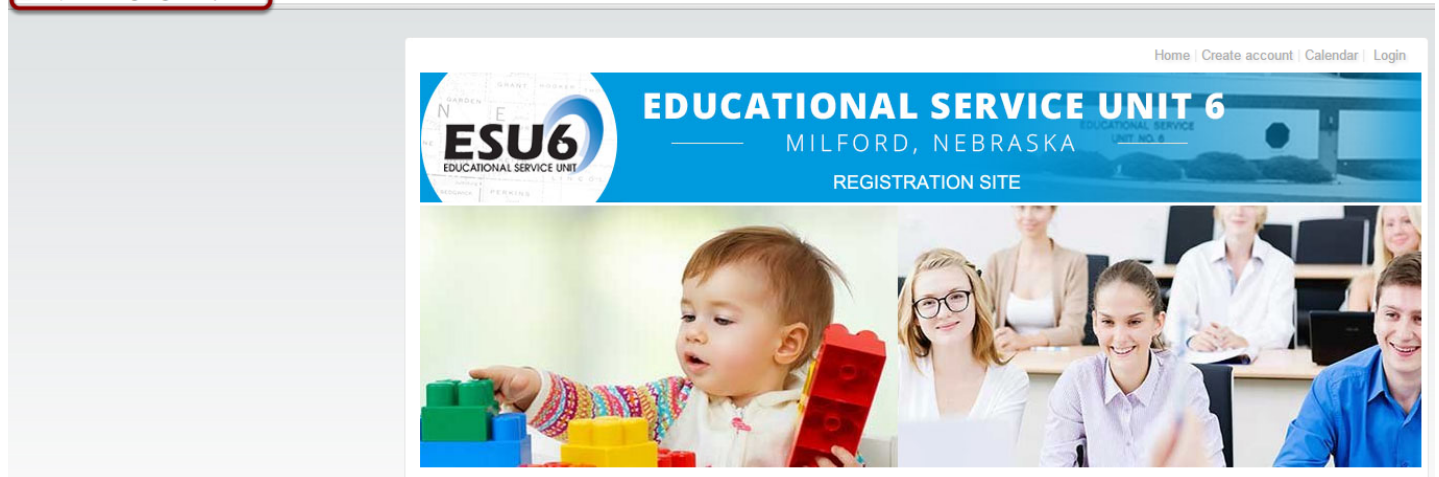


# How Do I Register for an ESU6 Course

This lesson will show you how to use our registration software.

**1) Make sure you are on our registration site at:  
<https://esu6.gosignmeup.com>**

<https://esu6.gosignmeup.com>



**2) The first thing you will want to do is create an account. Or login using your Username and Password if you already have one.**



3) To create an account, please fill in all required information. Click on "Agree and Create Account" to proceed.

Please enter information required.

### Participant Information

First Name \* :

Last Name \* :

E-mail Address \* :

Confirm E-mail Address \* :

Username \* :

Password \* :

Confirm Password \* :

Contact Phone Number \* :

Optional Contact Phone:

Employer \* :

Address \* :

Main Position \* :

Other-Please specify:

Curriculum Area - Check all that apply \* :  
 Agricultural  
 Art  
 Autism  
 Business  
 Curriculum

Level - check all that apply \* :  
 Administration  
 Pre-Kindergarten  
 Elementary  
 Middle School  
 Intermediate School

### School District not Listed - All Fields Required

School District:

Address:

City:

State:

Zip:

### Parent/Self Employed/Daycare/Preschool - All Fields Required

Affiliation:

Other:

Address:

City:

State:

Zip:

**Cancellation Policy**

Educational Service Unit 6 is committed to providing high quality professional development opportunities to all teachers. It is common for our workshops to fill up quickly, and waiting lists often grow long. This new webregistration feature offers teachers the opportunity to control their own workshop registration, with minimal assistance needed from Instructional Services staff. If a situation arises where you are unable to attend an event for which you are registered, we ask that you extend courtesy to colleagues who may be waiting for space to open in a workshop and cancel workshop registration(s) promptly. Please make every effort to cancel using the webbased program.

\* Please note, your district will be charged if there is a 'no show' connected to a training that has a registration fee.

Do you agree to the terms and conditions of our [Cancellation Policy](#)?

**Agree and Create account**

You must agree to our Cancellation Policy to continue.

## 4) On the home page, you can search for courses in different ways.

1 Search

Welcome Anthony Test

Empty

Browse Courses

Show All 2

- + Professional Development
- + Special Education

Course name	Start date	Time	Location	Default sort
<a href="#">EI Team Meeting</a>	11/23/2015	4:30 PM	<a href="#">ESU 6</a>	Add to cart
<a href="#">BR Cohort Day - Dorchester</a>	1/4/2016	8:30 AM	<a href="#">Shickley Public School</a>	Add to cart
<a href="#">BR Cohort Day - Exeter/Milligan</a>	1/4/2016	8:30 AM	<a href="#">Shickley Public School</a>	Add to cart
<a href="#">BR Cohort Day - McCool Junction</a>	1/4/2016	8:30 AM	<a href="#">Shickley Public School</a>	Add to cart
<a href="#">BR Cohort Day - Shickley</a>	1/4/2016	8:30 AM	<a href="#">Shickley Public School</a>	Add to cart
<a href="#">Sight &amp; Sound</a>	1/4/2016	8:30 AM	<a href="#">Shickley Public School</a>	Add to cart \$40.00
<a href="#">TLC</a>	1/7/2016	9:00 AM	<a href="#">ESU 6</a>	Add to cart

1) You can search for specific courses using the search bar.

2) You can search for courses by searching through the categories/locations on the left hand side.

## 5) Once you find the course you are looking for, you can add it straight to your cart by clicking on "Add to cart". Or See more information by clicking on the Course Name.

Search

Welcome Anthony Test

Empty

Browse Courses

Show All

- + Professional Development
- + Special Education

Course name	Start date	Time	Location	Default sort
<a href="#">EI Team Meeting</a>	11/23/2015	4:30 PM	<a href="#">ESU 6</a>	Add to cart
<a href="#">BR Cohort Day - Dorchester</a>	1/4/2016	8:30 AM	<a href="#">Shickley Public School</a>	Add to cart
<a href="#">BR Cohort Day - Exeter/Milligan</a>	1/4/2016	8:30 AM	<a href="#">Shickley Public School</a>	Add to cart
<a href="#">BR Cohort Day - McCool Junction</a>	1/4/2016	8:30 AM	<a href="#">Shickley Public School</a>	Add to cart
<a href="#">BR Cohort Day - Shickley</a>	1/4/2016	8:30 AM	<a href="#">Shickley Public School</a>	Add to cart
<a href="#">Sight &amp; Sound</a>	1/4/2016	8:30 AM	<a href="#">Shickley Public School</a>	Add to cart \$40.00
<a href="#">TLC</a>	1/7/2016	9:00 AM	<a href="#">ESU 6</a>	Add to cart

## 6) Here is the courses information page. You can see more information about the course here.

The screenshot shows a course registration page for 'PD010416Art Sight & Sound'. The page is divided into several sections:

- 1**: Top navigation bar with social media links and the breadcrumb path: Home > All > PD010416Art Sight & Sound.
- 2**: Course description: 'This is a hands-on workshop. Teachers will practice the painting techniques (creating a technique montage) and leave with a finished painting. Participants will also take home a CD with Christy's PowerPoint, the Davis and the Washington Color Painters, the complete lesson plan, accompanying handouts, worksheets and rubric. Materials that each teacher should bring: Your favorite song and a listening device (iPod, computer, etc.) and headphones. Acrylic paint (a variety of colors including black and white) Variety of brushes (flat and round) One roll of masking tape or blue painters tape (which works the best) Old container or cup for water Spay bottle (recycled hairspray bottle work great) Hair dryer Paper towels (cheap dispenser towels will work great) Paint shirt Your computer and/or digital music device, and headphones. (Optional: drawing board to tape down your canvas paper. Cardboard or the table may be used as well.)'
- 3**: Contact information: Tammy Williams, tammy.williams@esu6.org.
- 4**: Dates and Times: Starts: Mon. Jan 4, 2016 8:30 AM; Sessions: Mon. Jan 04, 2016 8:30 AM - 2:00 PM; Registration closes: Mon. Jan 4, 2016.
- 5**: Facilitator: Christy Kosnicki.
- 6**: Pricing: \$40.00, with an 'Add to cart' button.

1) The top area shows some social media links where you can share this course with others. It also has the path you took to get here in case you want to go back. You can see the Course Number and the name of the course.

2) This area shows a description of the course

3) This area shows the contact, credits, location and any visual icon for the course if any.

4) Dates and Times shows additional information including when the course starts and the sessions of the course or whether this is an online course.

5) Instructors shows the instructors that will be instructing the course, including a bio if they have one.

6) This area is where you can add the course to your cart by clicking "Add to Cart". You will also have to mark required information here including pre-requisites or materials.

7) You can continue adding courses to your cart, or click on the cart to see what is in there.

Browse courses below. For step-by-step registration instructions, [CLICK HERE](#)

Welcome Anthony Test Browse Courses

Search 1 item

From  Until

Course name	Start date	Time	Location	Default sort
<b>El Team Meeting</b>	11/23/2015	4:30 PM	<a href="#">ESU 6</a>	Add to cart
<b>BR Cohort Day - Dorchester</b>	1/4/2016	8:30 AM	<a href="#">Shickley Public School</a>	Add to cart
<b>BR Cohort Day - Exeter/Milligan</b>	1/4/2016	8:30 AM	<a href="#">Shickley Public School</a>	Add to cart
<b>BR Cohort Day - McCool Junction</b>	1/4/2016	8:30 AM	<a href="#">Shickley Public School</a>	Add to cart
<b>BR Cohort Day - Shickley</b>	1/4/2016	8:30 AM	<a href="#">Shickley Public School</a>	Add to cart
<b>Sight &amp; Sound</b>	1/4/2016	8:30 AM	<a href="#">Shickley Public School</a>	Checkout \$40.00
<b>TLC</b>	1/7/2016	9:00 AM	<a href="#">ESU 6</a>	Add to cart

8) After clicking on your cart you can see what is inside of it and the total price. You can also delete the items by clicking the "X" or "Empty Cart". To continue click on "Checkout".

Welcome Anthony Test 1 item

Search \$40.00

Sub-total: \$40.00

Course name	Start date	Time	Location	Default sort
<b>El Team Meeting</b>	11/23/2015	4:30 PM	<a href="#">ESU 6</a>	Add to cart
<b>BR Cohort Day - Dorchester</b>	1/4/2016	8:30 AM	<a href="#">Shickley Public School</a>	Add to cart
<b>BR Cohort Day - Exeter/Milligan</b>	1/4/2016	8:30 AM	<a href="#">Shickley Public School</a>	Add to cart
<b>BR Cohort Day - McCool Junction</b>	1/4/2016	8:30 AM	<a href="#">Shickley Public School</a>	Add to cart

9) When you continue you will be taken to the Checkout section. In the Review area you can review all the items. Make sure it is all correct and click on "Proceed to Next Step" to enroll in the course.

🛒 1 item

Welcome Anthony Test

Log in/ Create Account   **2** Review   3 Payments   4 Receipt & Confirmation   [Add more courses](#)

Review your current order

Course Name	Date(s)	Time(s)	Price	
PD010416Art Sight & Sound - 2561	1/4/2016	8:30 AM - 2:00 PM	\$40.00	x


Sub-total: \$40.00  
Discount: 0  
Sales Tax: \$0.00  
**Total: \$40.00**

[Proceed to Payment](#)

MILFORD OFFICE: (MAIN OFFICE) | 210 5TH ST | MILFORD, NE 68405 | PH: 402-761-3341 | PH: 800-327-0091 | FX: 402-761-3279  
GENEVA OFFICE: 225 N. 17TH ST | GENEVA, NE 68361 | PH: 402-759-3143 | FX: 402-759-4864

Please answer any of the required questions/pre-requisite requests before you proceed. \*Note if there is no payment required, this will enroll you in the course.

10) For credit card payments you will enter in your information here, and credit card information on the next page when clicking "Continue". You can also choose other payment methods.

 1 item

Welcome Anthony Test



**Payment Amount: \$40.00**

Credit Card Billing Information

First Name  Last Name

Email Address

Card Holder Address Line 1

Card Holder Address Line 2 (Optional)

Card Holder City

State  Card Holder Zip No.  United States



Payment methods

Credit Card

You must press the button below to complete registration.

**Continue**

MILFORD OFFICE: (MAIN OFFICE) | 210 5TH ST | MILFORD, NE 68405 | PH: 402-761-3341 | PH: 800-327-0091 | FX: 402-761-3279  
GENEVA OFFICE: 225 N. 17TH ST | GENEVA, NE 68361 | PH: 402-759-3143 | FX: 402-759-4864

11) You are now registered! You will be taken to the order confirmation page where you can print this for your records.

The screenshot shows the registration site for Educational Service Unit 6 in Milford, Nebraska. The header includes navigation links for Home, My Account, Calendar, and Log out. A shopping cart icon shows 1 item. A progress bar indicates the user has completed 'Log in/ Create Account', 'Review', and 'Payments', and is currently at 'Receipt & Confirmation'. A message says 'Thank you for enrolling!'. The main content is an 'Order Receipt' for Anthony Test, including enrollment details (Date: 10/29/2015 12:45 PM, Registration number: CW0XNDFA2988561, Username: anthony@gosignmeup.com), participant information (Anthony Test, city, ca, 92626, anthony@gosignmeup.com, 5555555555), and payment details (Purchase Order / TEST). An 'Order Details' table lists the course 'Sight & Sound' (PD010416Art) for \$40.00, with a total amount paid of \$40.00. Buttons for 'Print Receipt', 'Continue Shopping For Courses', and 'Back To User Home' are visible. The footer contains contact information for Milford and Geneva offices.

Home | My Account | Calendar | Log out

**ESU6** EDUCATIONAL SERVICE UNIT  
**EDUCATIONAL SERVICE UNIT 6**  
MILFORD, NEBRASKA  
REGISTRATION SITE

1 item

Welcome Anthony Test

Log in/ Create Account Review Payments Receipt & Confirmation

Thank you for enrolling!

### Order Receipt

**Enrollment Details:**  
Date: 10/29/2015 12:45 PM  
Registration number: CW0XNDFA2988561  
Username: anthony@gosignmeup.com

**Participant Information:**  
Anthony Test  
city, ca, 92626  
anthony@gosignmeup.com  
5555555555

**Payment Details:**  
Purchase Order / TEST

Course name	Course#	Dates	Status	Price
Sight & Sound	PD010416Art	1/4/2016 8:30 AM - 2:00 PM	Enrolled	\$40.00
Total:				\$40.00
Discount:				\$0.00
Total Amount Paid:				\$40.00

[Print Receipt](#)

[Continue Shopping For Courses](#) [Back To User Home](#)

MILFORD OFFICE: (MAIN OFFICE) | 210 5TH ST | MILFORD, NE 68405 | PH: 402-761-3341 | PH: 800-327-0091 | FX: 402-761-3279  
GENEVA OFFICE: 225 N. 17TH ST | GENEVA, NE 68361 | PH: 402-759-3143 | FX: 402-759-4864

You will also get a confirmation email sent to you.