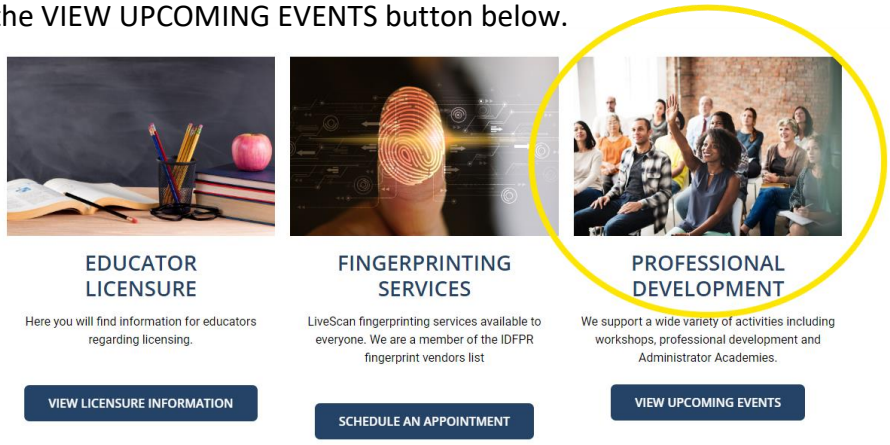
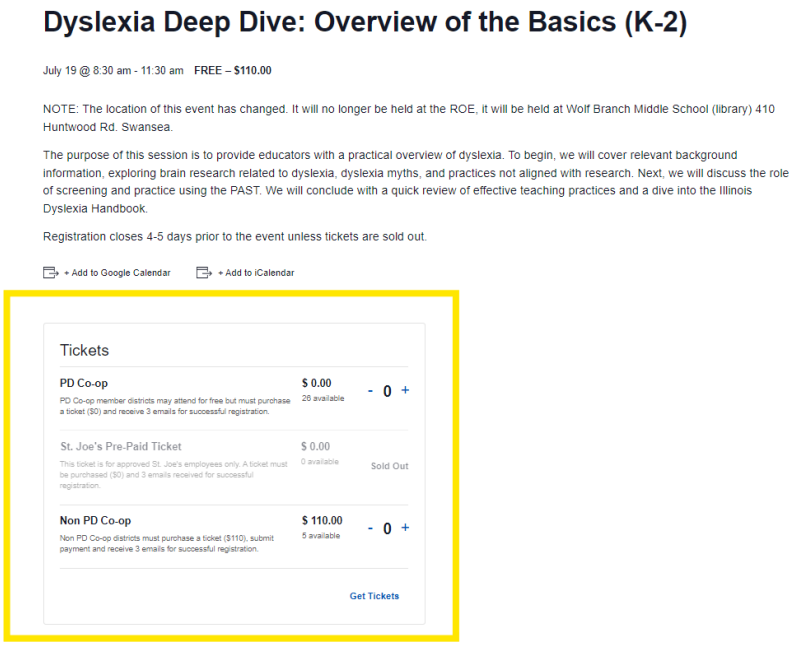
HOW TO REGISTER FOR AN EVENT

1. Go to sccroe50.org
2. After signing into your account, go back to the home page by clicking on the HOME button.
3. Now, click on the picture that is located above the PROFFESIONAL DEVELOPMENT header or the VIEW UPCOMING EVENTS button below.



4. Now find your desired event, click on the title, and click on the big blue button that says Click Here to Register Online.
5. Make sure all of your personal information is correct (including your school/district email) and then hit the REGISTER button at the bottom.
6. This will bring you to the bio of the event and the place that you can purchase tickets from. ***NOTE ***You can only purchase 1 (one) ticket per event
    a. If you are employed by a school/district that is a PDC member choose PDC ticket.
    b. If you are not employed by a school/district That is a PDC member choose Non PDC ticket.



7. To purchase a ticket, hit the plus (+) button and then click the blue Get Tickets button.

8. A pop up will be presented and put in your name, your email, and your PD school if you chose a PDC ticket Once completed, click Checkout Now.
9. Now fill out your billing information.
10. Once completed, click the Place Order button at the bottom.
11. Your order should be completed and you are registered for the event.
12. To check this, click on MY ACCOUNT and click on the Registrations drop down. It may take several minutes to show that you have been registered. You can also click on the event title and an attendee roster will appear. If your name is listed you have successfully registered.
    You will also receive three (3) emails confirming your event registration and If you entered a cell phone number and opted for a text messages you will also receive a text message with your registration information.

Successfully registered attendees will receive 3 emails:
1. Your order has been received.
2. A ticket with event information.
3. Your order is complete.

If 3 emails are not received and or your registration is not showing in your account, you are NOT registered.

Please contact our office for further assistance with your registration 618-825-3900