Enrolling in Events (Steps 1-7) and Canceling Enrollments (Steps 8 or 9)

Step 1. To enroll in an event, after logging in to the private side of the web site (accessing your personal home page), select the link, “Reading First Events.”

Step 2: A screen will be displayed that lists all current and future professional development opportunities. By default, the list of current and future events is displayed. And, by default, the first event in the list is selected (highlighted), which means an information event box displaying information about that event is displayed on the right side of the screen.

Note A: There is a pull-down menu for selecting past year events.

Note B: There is a pull-down menu for selecting all current and upcoming events.

Step 3: From the list of events on the left side of the screen, find the event in which you are interested. Click on it. An information box for that event will appear on the right side of the screen.

Note C: In each event box, note the enrollment dates for the event and the number of available seats. IF it is during your enrollment period and IF there are seats available (and IF the event is a workshop, you have a Certificate of Attendance attached to your web site account), you will see the link, “Click Here To Enroll.”

Step 4. Select, “Click Here To Enroll.” Please continue to the next page.
Step 5: A “Confirm Enrollment” screen will appear. If you have a special need, type the need in the special need request box.

Step 6: Read the participant agreement and, if you agree, select, “Confirm enrollment.” Please continue to the next page.
Step 7: A confirmation message is displayed. You may want to print the confirmation for your records.

Step 8: To cancel an enrollment you have two options. If you are still viewing the confirmation message page, select “Cancel Your Enrollment” and follow the instructions.

Step 9: To cancel an enrollment log into your web site account. You will notice event information boxes are displayed for all current and future events in which you are enrolled. Find the appropriate event box, select “Cancel Your Enrollment” and follow the instructions.