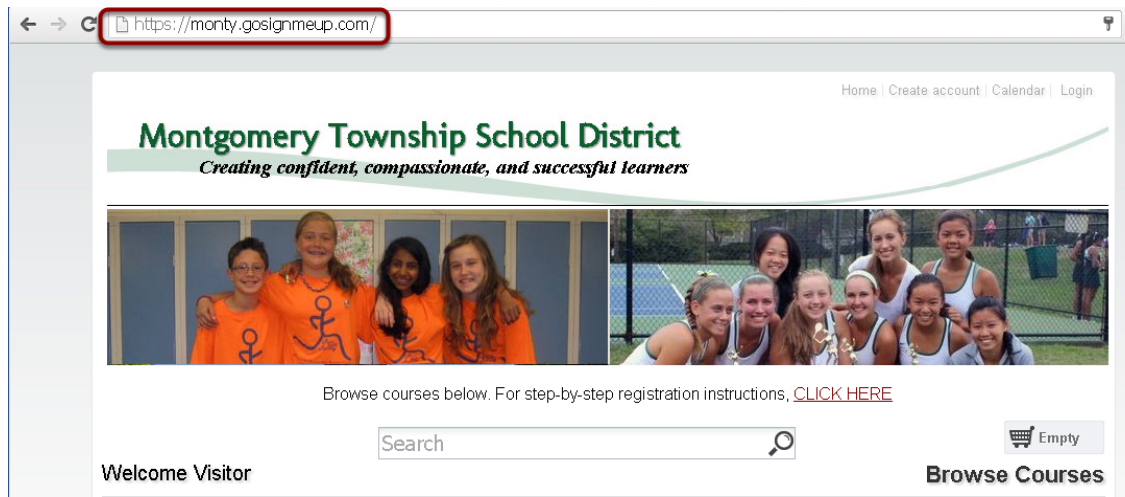


How Do I Register for a Montgomery Township Course

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

**1) Make sure you are on our registration site at:
<https://monty.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.



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

Welcome Visitor

User Registration

Please enter information required.

Faculty Information	
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
E-mail Address *	<input type="text"/>
Confirm E-mail Address *	<input type="text"/>
Username *	<input type="text"/>
Password *	<input type="password" value="*****"/>
Confirm Password *	<input type="password" value="*****"/>
Building *	<input type="text" value="Select only from the list"/> ▼
Position *	<input type="text" value="Select only from the list"/> ▼

Registration Policy

CLASS SIZES ARE LIMITED

If you are unable to attend a session you are registered for please cancel your registration via your GoSignMeUp account so the seat can be offered to another person.

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

Agree and Create account

You must agree to our Registration Policy to continue.

3B) Click on "Agree and Create Account" to proceed.

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

Agree and Create account

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

The screenshot shows the top navigation bar with a search bar (labeled '1'), a shopping cart icon (labeled 'Empty'), and the text 'Welcome Shane Hunt' and 'Browse Courses'. Below the search bar is a filter section with 'From' and 'Until' date pickers. On the left, a sidebar contains 'Show All' (labeled '2') and three category buttons: '+ Curriculum & Instruction', '+ Instructional Technology', and '+ Specialty Training'. The main content area is a table of courses with columns for Course#, Course name, Start date, Time, Location, and Default sort. Each row includes an 'Add to cart' button.

Course#	Course name	Start date	Time	Location	Default sort
S101	Curriculum for the Non-Curriculum Writer	6/27/2016	9:00 AM	Board of Education Office	
S100	The Use of Technology in the Music Classroom	6/28/2016	9:00 AM	MHS	
S102	Building Great Teacher Websites	6/30/2016	9:00 AM	Board of Education Office	
S103	Engineering in the Middle School Science Classroom	7/6/2016	9:00 AM	LMS	
S104	Optimizing Your Interactive Classroom	7/6/2016	8:30 AM	LMS	
S108	Enrichment Activities & Strategies in Math 5 & Math 6	7/7/2016	9:00 AM	LMS	

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.

This screenshot is identical to the previous one, but with a red box highlighting the course name 'Curriculum for the Non-Curriculum Writer' and its corresponding 'Add to cart' button in the first row of the table.

Course#	Course name	Start date	Time	Location	Default sort
S101	Curriculum for the Non-Curriculum Writer	6/27/2016	9:00 AM	Board of Education Office	
S100	The Use of Technology in the Music Classroom	6/28/2016	9:00 AM	MHS	
S102	Building Great Teacher Websites	6/30/2016	9:00 AM	Board of Education Office	
S103	Engineering in the Middle School Science Classroom	7/6/2016	9:00 AM	LMS	

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

The screenshot shows a course information page for 'PH001 Certified Passive House Tradesperson'. The page is divided into several sections, each with a red circle and a number indicating a key feature:

- 1:** The top navigation bar, including social media links, a breadcrumb trail (Home > All > PH001 Certified Passive House Tradesperson), and the course title.
- 2:** The course description paragraph, which details the five-day course structure and topics like building enclosure optimization and passive house principles.
- 3:** The 'Contact' section, listing Diane Gonzalez as the contact person with her phone number and email.
- 4:** The 'Dates and Times' section, showing the start date (Mon, Jan 12, 2015, 9:30 AM), a list of sessions (Jan 12-16, 2015, 9:30 AM - 5:00 PM), and the registration close date (Mon, Jan 12, 2015, 9:30 AM).
- 5:** The 'Instructor(s)' section, featuring a bio for Kevin Brennan, a Training Specialist at the Association for Energy Affordability, Inc., with over 10 years of experience.
- 6:** The 'Additional Offering(s)' section, listing the course 'Certified Passive House Tradesperson' with a start date of 1/16/2014 - 9:30 AM and a status of 'Space available'.
- 7:** The 'Add to cart' button and the pricing section, which shows a price of \$1,350.00 and a \$540.00 incentive after NYSEDA.

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) Additional Offerings is where you can see courses with same name but may be offered at different times.

7) 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.

Welcome Shane Hunt

Search

3 items

Browse Courses

From [] Until []

Course#	Course name	Start date	Time	Location	Default sort
S101	<u>Curriculum for the Non-Curriculum Writer</u>	6/27/2016	9:00 AM	Board of Education Office	Checkout
S100	<u>The Use of Technology in the Music Classroom</u>	6/28/2016	9:00 AM	MHS	Add to cart
S102	<u>Building Great Teacher Websites</u>	6/30/2016	9:00 AM	Board of Education Office	Checkout
S103	<u>Engineering in the Middle School Science Classroom</u>	7/6/2016	9:00 AM	LMS	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 Shane Hunt

Search

3 items

Browse Courses

From [] Until []

Course#	Course name	Start date	Time	Location	Default sort
S101	<u>Curriculum for the Non-Curriculum Writer</u>	6/27/2016	9:00 AM	Education Office	Checkout
S100	<u>The Use of Technology in the Music Classroom</u>	6/28/2016	9:00 AM	MHS	Add to cart

Google Classroom

Curriculum for the Non...

Building Great Teacher...

Empty cart

Checkout

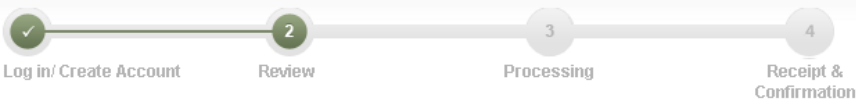
9) When you continue you will be taken to the Checkout section. In the Review area you can review all the items. Make sure it is all correct and click on "Proceed to Next Step" to enroll in the course.

Montgomery Township School District

Creating confident, compassionate, and successful learners




 3 items

Welcome Shane Hunt



[Add more courses](#)

Review your current order

Course Name	Date(s)	Time(s)	
S118 Google Classroom - 2540	7/21/2016	9:00 AM - 12:00 PM	
S101 Curriculum for the Non-Curriculum Writer - 2523	6/27/2016	9:00 AM - 11:00 AM	
S102 Building Great Teacher Websites - 2524	6/30/2016	9:00 AM - 12:00 PM	

[Proceed to Next Step](#)

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 click on "Place Order Now" to be taken to the payment screen.

Welcome Bill Adams

1 item

Log in/ Create Account Review **3** Payments Receipt & Confirmation 4


For Credit Card Payment, Click "Place Order Now".

Payment methods
Select Payment Type

VISA MasterCard
AMERICAN EXPRESS DISCOVER NETWORK

You must press the button below to complete registration.
Place Order Now

11) This is the payment page. Please enter in all of your payment information. Once you make sure everything is correct, click on "Pay Now" to register.

Order Information	* Required Fields		
Invoice Number: CIJB1A009423894			
Description: Course Registration:CIJB1A009423894			
Total: US \$120.00			
Payment Information			
			
Card Number:	<input type="text"/> * (enter number without spaces or dashes)		
Expiration Date:	<input type="text"/> * (mmyy)		
Card Code:	<input type="text"/> * What's this?		
Billing Information			
First Name:	<input type="text"/> *	Last Name:	<input type="text"/> *
Address:	<input type="text"/> *		
City:	<input type="text"/> *		
State/Province:	<input type="text"/> *	Zip/Postal Code:	<input type="text"/> *
Email:	<input type="text"/> *		
Phone:	<input type="text"/>		
<input type="button" value="Pay Now"/>			

12) This is the confirmation that payment was accepted. You can "Return to registration page" to continue.

[Return to registration page](#)

Thank you for your order!

You may print this receipt page for your records. A receipt has also been emailed to you.

Order Information

Merchant: [blurred]
Description: [blurred]
Date/Time: [blurred]

Billing Information

[blurred]

Total: US \$1.00

American Express **1039**

Date/Time: [blurred]
Transaction ID: [blurred]
Authorization Code: [blurred]
Payment Method: [blurred]

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

Montgomery Township School District

Creating confident, compassionate, and successful learners

 Empty

Welcome Shane Hunt



Thank you for enrolling!

Order Receipt

Enrollment Details:

Date: 4/5/2016
Registration number: C7PDEQL29679567
Username: slimydog

Participant Information:

Shane Hunt
shane@gosignmeup.com

Payment Details:

Order Details

Course name	Course#	Dates	Status
Google Classroom	S118	7/21/2016 9:00 AM - 12:00 PM	Enrolled
Curriculum for the Non-Curriculum Writer	S101	6/27/2016 9:00 AM - 11:00 AM	Enrolled
Building Great Teacher Websites	S102	6/30/2016 9:00 AM - 12:00 PM	Enrolled

[Print Receipt](#)

[Continue Shopping For Courses](#)

[Back To User Home](#)

You will also get a confirmation email sent to you.