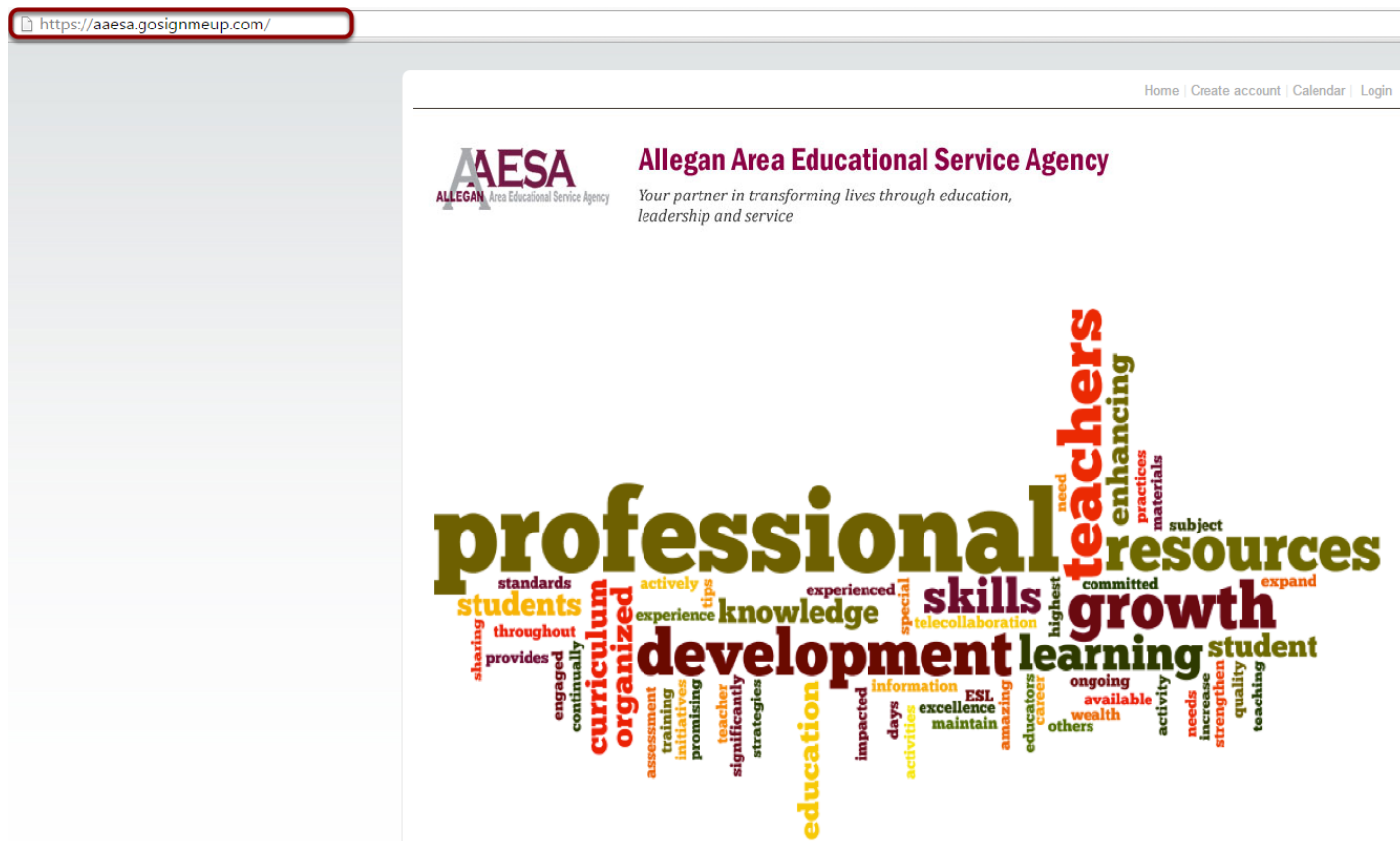


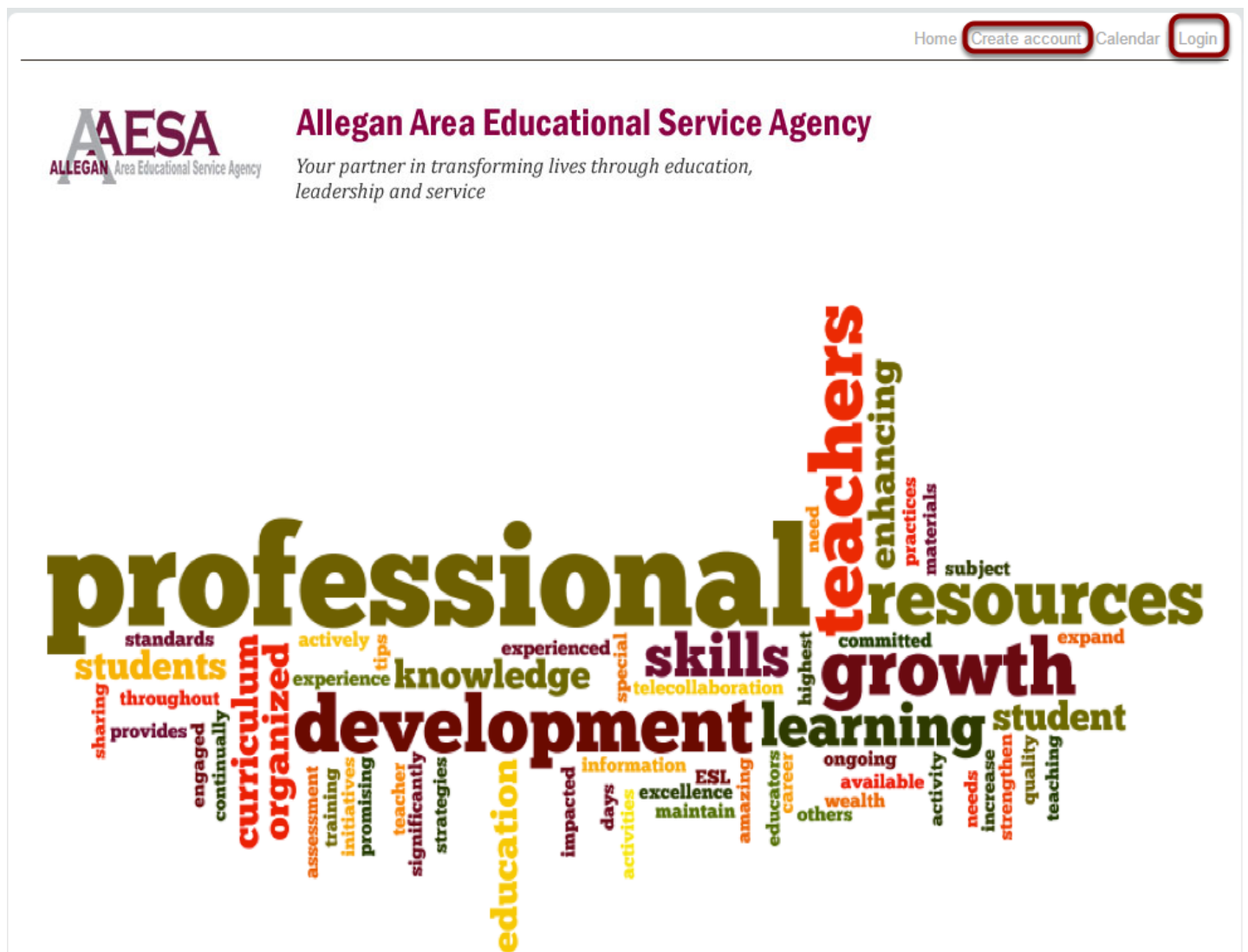
How Do I Register for an Allegan Area Educational Service Agency Course

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

1) Make sure you are on our registration site at:
aesa.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.

Welcome Visitor User Registration

Please enter information required.

Student Information

First Name * :

Last Name * :

Username * :

Password * :

Confirm Password * :

Primary Email * :

Confirm Primary Email * :

Primary Phone:

Affiliation

District * :

Other District:

School * :

Other School:

Position * :

Registration Policy

[TERMS OF USE](#)

[PRIVACY POLICY](#)

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

Agree and Create account

310 Thomas Street | 269-512-7700
Allegan, MI 49010

Any field marked with a red * must be filled in.

You must agree to our Registration Policy to continue.

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

1 Search

Welcome Visitor

Empty

Browse Courses

Show All 2

+ Math

+ School Improvement

+ Specialized Instruction

Color Legend

- Elementary
- Secondary
- Administration
- Family/Community
- Specialized Instruction

Course name	Start date	Time	Location	Default sort
CPI Full Training	8/10/2016	8:30 AM	Allegan Area Educational Service Agency	Add to cart
SMII - Secondary Mathematics Instructional Institute	8/15/2016	8:30 AM	Allegan Area Educational Service Agency	Add to cart
Danielson Training	8/16/2016	8:30 AM	Allegan Area Technical & Education Center	Add to cart
CPI Refresher Training	8/22/2016	10:00 AM	Wayland Transportation Office	Add to cart
CPI Refresher Training	8/23/2016	8:30 AM	Wayland Union Schools	Add to cart
CPI Refresher Training	8/23/2016	12:30 PM	Wayland Union Schools	Add to cart
CPI Refresher Training	8/24/2016	8:30 AM	Allegan Area Educational Service Agency	Add to cart
CPI Refresher Training	8/24/2016	12:30 PM	Allegan Area Educational Service Agency	Add to cart
CPI Refresher Training	8/25/2016	8:30 AM	Allegan Area Educational Service Agency	Add to cart
CPI Refresher Training	8/25/2016	12:30 PM	Allegan Area Educational Service Agency	Add to cart
CPI Refresher Training	8/26/2016	8:30 AM	Hopkins Public Schools - Administration	Add to cart
CPI Refresher Training	8/26/2016	12:30 PM	Hopkins Public Schools - Administration	Add to cart

<< Previous 1 of 4 Next >> Total: 44 Page size: 12

310 Thomas Street
Allegan, MI 49010

269-512-7700

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.

Welcome Visitor Search Empty

Browse Courses

From Until

Course name	Start date	Time	Location	Default sort
CPI Full Training	8/10/2016	8:30 AM	Allegan Area Educational Service Agency	Add to cart
SMII - Secondary Mathematics Instructional Institute	8/15/2016	8:30 AM	Allegan Area Educational Service Agency	Add to cart
Danielson Training	8/16/2016	8:30 AM	Allegan Area Technical & Education Center	Add to cart
CPI Refresher Training	8/22/2016	10:00 AM	Wayland Transportation Office	Add to cart
CPI Refresher Training	8/23/2016	8:30 AM	Wayland Union Schools	Add to cart
CPI Refresher Training	8/23/2016	12:30 PM	Wayland Union Schools	Add to cart
CPI Refresher Training	8/24/2016	8:30 AM	Allegan Area Educational Service Agency	Add to cart
CPI Refresher Training	8/24/2016	12:30 PM	Allegan Area Educational Service Agency	Add to cart
CPI Refresher Training	8/25/2016	8:30 AM	Allegan Area Educational Service Agency	Add to cart
CPI Refresher Training	8/25/2016	12:30 PM	Allegan Area Educational Service Agency	Add to cart
CPI Refresher Training	8/26/2016	8:30 AM	Hopkins Public Schools - Administration	Add to cart
CPI Refresher Training	8/26/2016	12:30 PM	Hopkins Public Schools - Administration	Add to cart

Color Legend

- Elementary
- Secondary
- Administration
- Family/Community
- Specialized Instruction

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

The screenshot shows a web browser window displaying the course information for 'CPI20165 CPI Refresher Training'. The page is divided into several sections, each highlighted with a red box and a numbered callout:

- 1**: The top navigation bar, including social media icons and the breadcrumb path 'Home > All > CPI20165 CPI Refresher Training'.
- 2**: A text box containing the course description: 'Nonviolent Crisis Intervention training is a program that equips staff with proven strategies for safely defusing anxious, hostile, or violent behavior at the earliest possible stage.'
- 3**: A 'Contact' section with the name 'Stephanie Bush' and phone number '269-512-7708', and a 'Location' section featuring a Google Map of Wayland, MI, with the address 'Wayland Union Schools, 850 East Superior St, Wayland, MI US 49348'.
- 4**: A 'Dates and Times' section showing 'Starts: 8/23/2016 8:30 AM', 'Sessions: 8/23/2016 8:30 AM - 11:30 AM', and 'Registration closes: 8/23/2016'.
- 5**: A 'Facilitator' section with a dropdown menu currently set to 'No Selected Facilitator'.
- 6**: A green 'Add to cart' button with a shopping cart icon.

At the bottom of the page, there is a 'Media' section with the CPI logo.

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.

Welcome Sample User Browse Courses

1 item

Show All	Course name	Start date	Time	Location	Default sort
+ Math	CPI Full Training	8/10/2016	8:30 AM	Allegan Area Educational Service Agency	Add to cart
+ School Improvement	SMII - Secondary Mathematics Instructional Institute	8/15/2016	8:30 AM	Allegan Area Educational Service Agency	Add to cart
+ Specialized Instruction	Danielson Training	8/16/2016	8:30 AM	Allegan Area Technical & Education Center	Add to cart
Color Legend					
 Elementary					
 Secondary					
 Administration					
 Family/Community					
 Specialized Instruction					
	CPI Refresher Training	8/22/2016	10:00 AM	Wayland Transporation Office	Add to cart
	CPI Refresher Training	8/23/2016	8:30 AM	Wayland Union Schools	Checkout
	CPI Refresher Training	8/23/2016	12:30 PM	Wayland Union Schools	Add to cart
	CPI Refresher Training	8/24/2016	8:30 AM	Allegan Area Educational Service Agency	Add to cart
	CPI Refresher Training	8/24/2016	12:30 PM	Allegan Area Educational Service Agency	Add to cart
	CPI Refresher Training	8/25/2016	8:30 AM	Allegan Area Educational Service Agency	Add to cart
	CPI Refresher Training	8/25/2016	12:30 PM	Allegan Area Educational Service Agency	Add to cart
	CPI Refresher Training	8/26/2016	8:30 AM	Hopkins Public Schools - Administration	Add to cart
	CPI Refresher Training	8/26/2016	12:30 PM	Hopkins Public Schools - Administration	Add to cart

<< Previous of 4 Next >> Total: 44 Page size:

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 Sample User

Search

From Until

1 item

CPI Refresher Training X

[Empty cart](#) [Checkout](#)

Course name	Start date	Time	Location	Default sort
CPI Full Training	8/10/2016	8:30 AM	Allegan Area Educational Service Agency	Add to cart
SMII - Secondary Mathematics Instructional Institute	8/15/2016	8:30 AM	Allegan Area Educational Service Agency	Add to cart
Danielson Training	8/16/2016	8:30 AM	Allegan Area Technical & Education Center	Add to cart
CPI Refresher Training	8/22/2016	10:00 AM	Wayland Transportation Office	Add to cart
CPI Refresher Training	8/23/2016	8:30 AM	Wayland Union Schools	Checkout
CPI Refresher Training	8/23/2016	12:30 PM	Wayland Union Schools	Add to cart
CPI Refresher Training	8/24/2016	8:30 AM	Allegan Area Educational Service Agency	Add to cart
CPI Refresher Training	8/24/2016	12:30 PM	Allegan Area Educational Service Agency	Add to cart
CPI Refresher Training	8/25/2016	8:30 AM	Allegan Area Educational Service Agency	Add to cart
CPI Refresher Training	8/25/2016	12:30 PM	Allegan Area Educational Service Agency	Add to cart


Show All

- + Math
- + School Improvement
- + Specialized Instruction

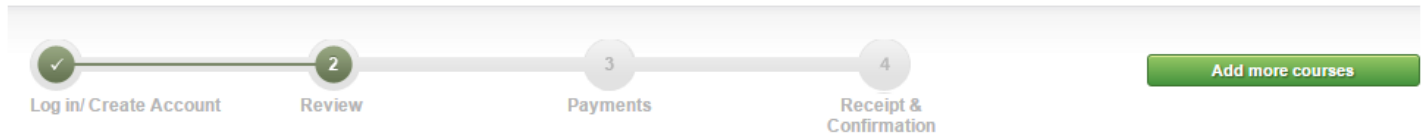
Color Legend

- Elementary
- Secondary
- Administration
- Family/Community
- Specialized Instruction

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".

 2 items

Welcome Sample User



Review your current order

Course Name	Date(s)	Time(s)	Price	
10114 Mastering Excel - 2523 <i>Member</i>	6/28/2016	8:00 AM - 10:30 AM	\$0.00	✕
	6/29/2016	8:00 AM - 10:30 AM		
	6/30/2016	8:00 AM - 12:00 PM		
10115 Mastering MS Word - 2524 <i>Member</i>	6/28/2016	1:00 PM - 3:00 PM	\$0.10	✕
	6/29/2016	1:00 PM - 3:00 PM		
	6/30/2016	1:00 PM - 4:00 PM		

Sub-total: \$0.10

Discount: 0


Sales Tax: \$0.00

Total: \$0.10

[Proceed to Payment](#)

*Note if there is no payment required, this will enroll you in the course.

10) Choose a payment option and press 'Place Order Now'

 2 items

Welcome Sample User

✓
Log in/ Create Account

✓
Review

3
Payments

4
Receipt & Confirmation

✕

Payment Amount: \$0.10

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

Payment methods

Select Payment Type ▼

Select Payment Type

Purchase Order

Check

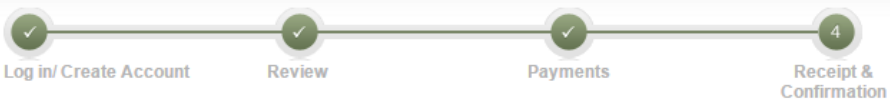
Cash

You must press the button below to complete registration.

Place Order Now

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

Welcome Sample User



Log in/ Create Account Review Payments Receipt & Confirmation

Thank you for enrolling!

Order Receipt

Enrollment Details:				
Date:	6/17/2016			
Registration number:	CZ2KFJT69536018			
Username:	sample.user			
Participant Information:				
Sample User trevor@qosignmeup.com				
Payment Details:				
Cash				
Order Details				
Membership Price				
Course name	Course#	Dates	Status	Price
Mastering Excel	10114	6/28/2016 8:00 AM - 10:30 AM 6/29/2016 8:00 AM - 10:30 AM 6/30/2016 8:00 AM - 12:00 PM	Enrolled	\$0.00
Mastering MS Word	10115	6/28/2016 1:00 PM - 3:00 PM 6/29/2016 1:00 PM - 3:00 PM 6/30/2016 1:00 PM - 4:00 PM	Enrolled	\$0.10
Total:				\$0.10
Discount:				\$0.00
Total Amount Paid:				

[Print Receipt](#)

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

You will also get a confirmation email sent to you.