

Event Registration @ MISD Participant Guide



Macomb Intermediate School District

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Chapter 1 – Creating an Account

Overview – Go Sign Me Up

A new event registration system will be available for people registering for MISD courses and events starting on July 15. It is called **Go Sign Me Up (GSMU)**, and is used by several other schools and school districts throughout the country.

In addition to a new event registration system, there is also a new URL for the registration system. It can be found at **events.misd.net**.

The public side of the event registration system is available at:
<https://events.misd.net/public/course/browse>

Creating an Account

In GSMU each person who registers for a course is required to have an account. The approach to creating/accessing an account depends on whether or not you signed up in Coursewhere for a course that is happening on or after July 15, 2019.

If you did sign up in Coursewhere for a course on or after July 15

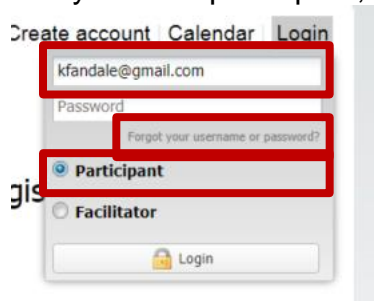
If you signed up in Coursewhere for a course that is happening on or after July 15, 2019 then an account has been created for you based on the information imported from Coursewhere.

To access the account, follow these steps:

1. Use the **Login** button in the right corner of the screen



2. Enter the email address used to register for the course in Coursewhere, indicate that you are a participant, and click the **Forgot your username or password?** link



3. You will be taken to a screen that looks like the one shown below.

Having trouble logging in?

Account Type:

☒ Participant

☐ Facilitator

☒ I don't know my password

To reset your Password, enter your Username and Email address.

Username

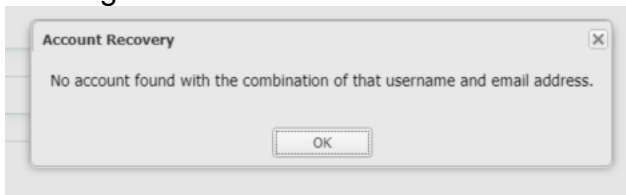
Email

☐ I don't know my username

Continue

In our version of GSMU your email address is your username.

4. Fill in your username and email (which will be the same) and click **Continue**.
5. If there is not an account located with the email entered, then you will receive a message.



If you receive the message shown above, you may want to try an alternate email.

6. If your email was located, you will receive an email similar to the following. Use the **Reset your password** link.

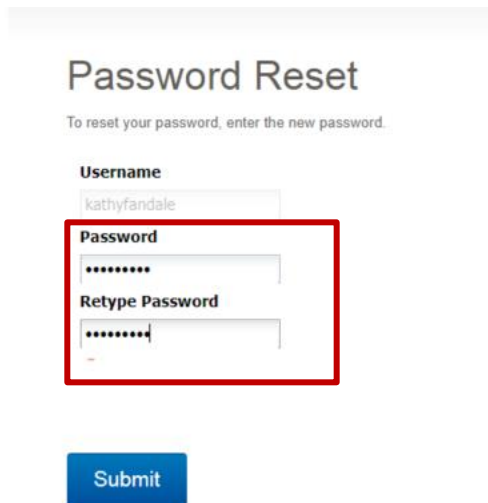
Dear Kathy Fandale,

This email was sent automatically in response to your request to recover your password.

Reset Password Link ([Reset your password.](#))

Thank you!

7. Enter and confirm your password in the screen that displays. Then **submit**.

A screenshot of a web form titled "Password Reset". Below the title is a subtitle: "To reset your password, enter the new password." The form contains three input fields: "Username" with the text "kathyfandale", "Password" with masked characters "*****", and "Retype Password" with masked characters "*****". A red rectangular box highlights the "Password" and "Retype Password" fields. Below the form is a blue button labeled "Submit".

8. You are now ready to sign up for courses and/or review your current courses.

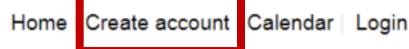
Call or email the contact person listed for the course of interest if:

- The email you used in Coursewhere does not work
- You don't remember the email used to register
- Someone else registered you using their email
- You have other questions or concerns

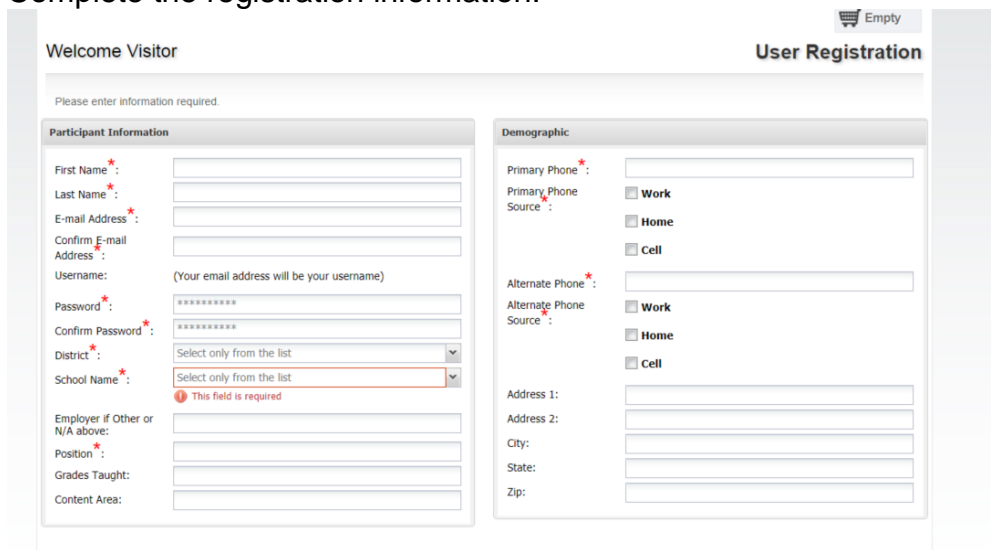
If you did not sign up in Coursewhere for a course on or after July 15

If you did not signed up in Coursewhere for a course that is happening on or after July 15, 2019 then you need to create a new account.

1. Use the **Create account** button in the right corner of the screen

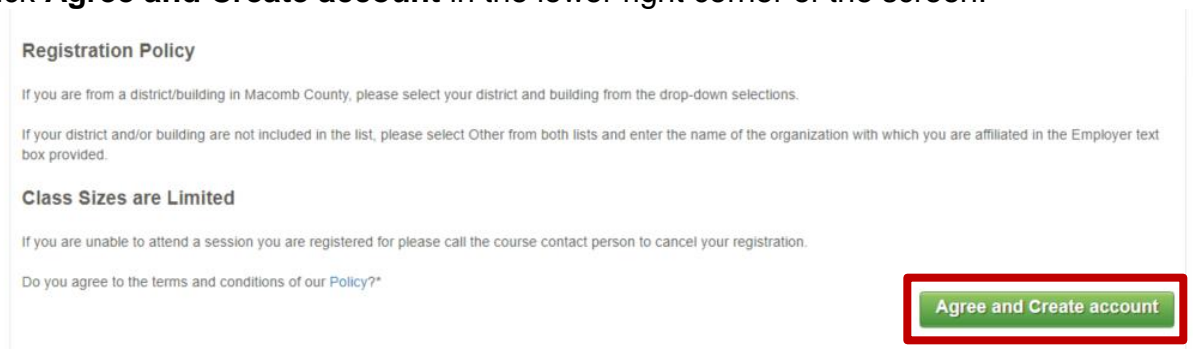
A screenshot of a navigation bar with four links: "Home", "Create account", "Calendar", and "Login". The "Create account" link is highlighted with a red rectangular box.

1. Complete the registration information.



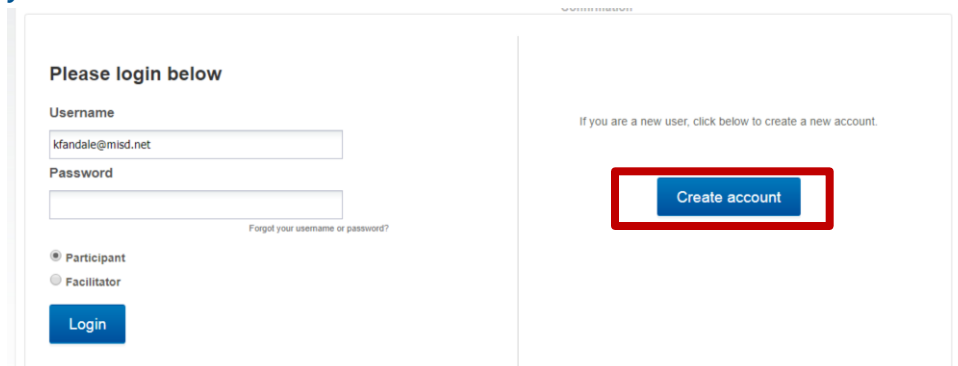
The image shows a 'User Registration' form with a shopping cart icon in the top right corner labeled 'Empty'. The form is titled 'Welcome Visitor' and 'User Registration'. It contains two main sections: 'Participant Information' and 'Demographic'. The 'Participant Information' section includes fields for First Name, Last Name, E-mail Address, Confirm E-mail Address, Username (with a note that the email address will be the username), Password, Confirm Password, District (a dropdown menu), School Name (a dropdown menu with a red error message 'This field is required'), Employer if Other or N/A above, Position, Grades Taught, and Content Area. The 'Demographic' section includes fields for Primary Phone, Alternate Phone, and Address 1, Address 2, City, State, and Zip. There are also checkboxes for 'Work', 'Home', and 'Cell' for both Primary and Alternate Phone sources.

2. Click **Agree and Create account** in the lower right corner of the screen.



The image shows the 'Registration Policy' section of the form. It includes a heading 'Registration Policy' and two paragraphs of text. The first paragraph states: 'If you are from a district/building in Macomb County, please select your district and building from the drop-down selections.' The second paragraph states: 'If your district and/or building are not included in the list, please select Other from both lists and enter the name of the organization with which you are affiliated in the Employer text box provided.' Below the text is a heading 'Class Sizes are Limited' and a paragraph: 'If you are unable to attend a session you are registered for please call the course contact person to cancel your registration.' At the bottom, there is a question 'Do you agree to the terms and conditions of our Policy?*' and a green button labeled 'Agree and Create account' which is highlighted with a red border.

You can start adding courses to a cart without creating an account. You will be prompted to enter your Username and Password – or create an account – before you are allowed to check out.



The image shows the 'Please login below' section of the form. It includes a heading 'Please login below' and two input fields for Username and Password. The Username field contains the text 'kfandale@msd.net'. Below the Password field is a link 'Forgot your username or password?'. There are two radio buttons for 'Participant' and 'Facilitator', with 'Participant' selected. A blue 'Login' button is at the bottom left. On the right side, there is a text prompt 'If you are a new user, click below to create a new account.' and a blue 'Create account' button which is highlighted with a red border.

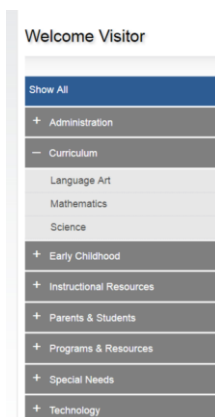
Chapter 2 – Selecting Courses

Overview

One of the reasons behind searching for a new event registration system was to provide participants registering for courses at MISD with a more user-friendly interface.

Viewing Available Courses

On the public event home page – at <https://events.misd.net/public/course/browse> there is a list of categories and sub-categories along the left hand side of the page:



And a list of courses for each category in the main area of the page:

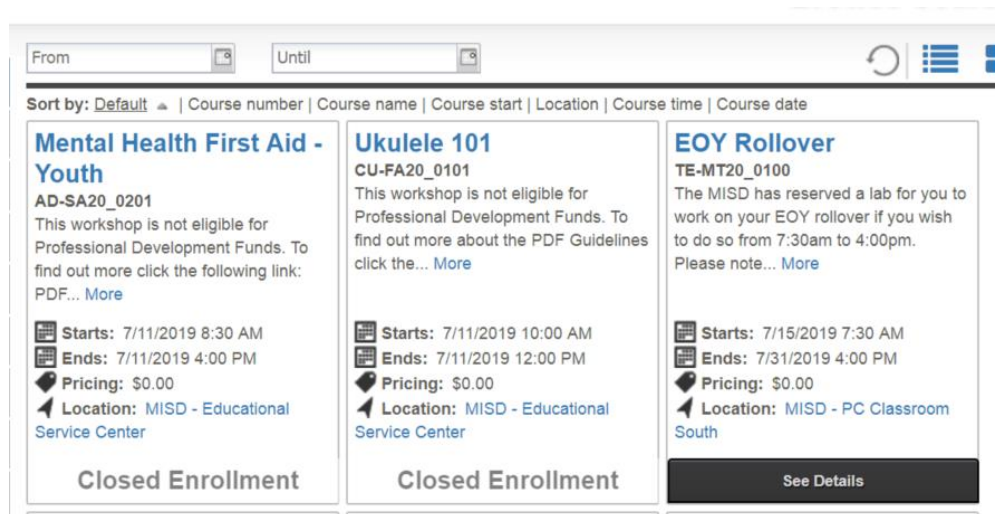
Course#	Course name	Start date	Time	Location	Default sort
AD- SA20_0201	<u>Mental Health First Aid - Youth</u>	7/11/2019	8:00 AM	MISD - Educational AM Service Center	Closed Enrollment
CU- FA20_0101	<u>Ukulele 101</u>	7/11/2019	10:00 AM	MISD - Educational AM Service Center	Closed Enrollment
TE- MT20_0100	<u>EOY Rollover</u>	7/15/2019	7:30 AM	MISD - PC Classroom South	See Details
IR- AS20_0201	<u>ETS ParaPro Testing</u>	7/17/2019	9:00 AM	MISD - Educational AM Service Center	Closed Enrollment \$55.00 - Workshop Fee
IR- AS20_0301	<u>ETS ParaPro Workshop</u>	7/17/2019	1:00 PM	MISD - Educational PM Service Center	Closed Enrollment \$25.00 - Workshop Fee
AD- BU20_0201	<u>Days and Hours Reporting Workshop</u>	7/25/2019	8:30 AM	MISD - ESC	Add to cart
PR- EC20_0101	<u>ECM Summer Camp I</u>	7/30/2019	9:00 AM	MISD - Educational AM Service Center	Add to cart

Clicking on one of the column headings at the top of the list will change the sort order.

The list shown above is referred to as the grid view. There is also a tile view that can be viewed by selecting the tile icon on the left side of the page:



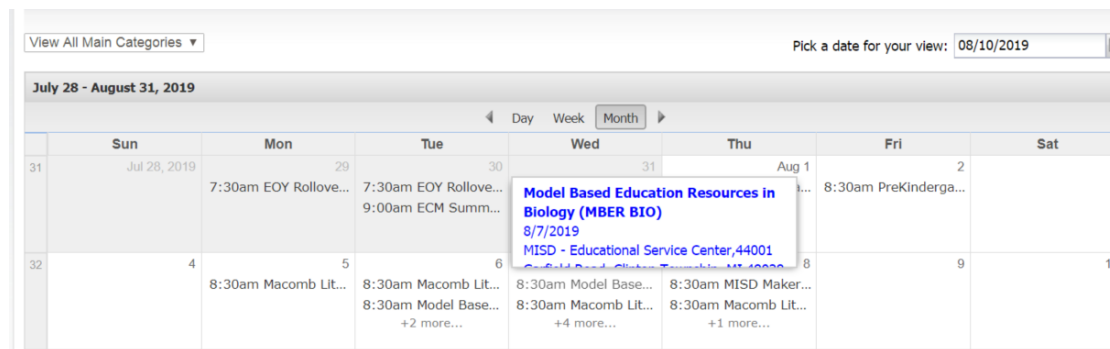
The tile view looks like this:



In the top right corner of the screen are some additional options. One will allow participants to view the courses in a **Calendar**:

Home | Create account | **Calendar** | Login

The calendar looks like this:



Hovering over each calendar entry provides more summary information. Clicking on the course will take the participant to the detailed view.

Exploring Course Detail

Selecting a course title in any of the public views takes the participants to the Course Detail page:

The screenshot shows the course detail page for 'CU-MA20_0701 Math Workshop Grades K-5'. It includes a description of the workshop, target audience (Teachers in Grades K-5), contact information for Jan Burnham, a map of the location at 44001 Garfield Rd, dates and times for sessions on 8/6, 8/8, and 10/17/2019, a registration close date of 7/30/2019, and a list of course options/materials. A green 'Add to cart' button is visible in the top right corner.

Adding Courses to a Cart

In GSMU there is an option to add multiple courses to a cart and register for all the courses during one checkout process.

There is an **Add to cart** button in the grid view, tile view, and detail view of each course that is available.

If the course is not available it might say **Closed Enrollment** or **Wait List** instead.

Once all the courses of interest have been selected, the participant can click the cart of complete the checkout process:

The screenshot shows the checkout process for Kathleen Fandale. It includes a progress bar with steps: Log In/ Create Account, Review, Payments, and Receipt & Confirmation. The 'Review your current order' section displays a table of selected courses:

Course Name	Date(s)	Time(s)	Price
AD-BU20_0201 Days and Hours Reporting Workshop - 3692	7/26/2019	8:30 AM - 3:30 PM	\$0.00
PR-EC20_0101 ECM Summer Camp I - 3692	7/30/2019 7/31/2019	9:00 AM - 2:00 PM 9:00 AM - 2:00 PM	\$0.00

Below the table, there is a red-bordered box labeled 'Special Needs/Comments/Requests' with a text input field and a '100 characters remaining' indicator. To the right, a summary shows 'Sub-total: \$0.00', 'Discount: \$0.00', 'Sales Tax: \$0.00', and 'Total: \$0.00'. A green 'Proceed to Next Step' button is at the bottom.

There is an area available during the checkout process for registrants to add any special needs or requests.

Enrollment Verification/Receipt

When the checkout process is complete the participant will see a confirmation screen.

Log In/ Create Account Review Payments Receipt & Confirmation

Thank you for enrolling!

Order Receipt

Participant Information:
Kathleen Fandale
kfandale@msd.net
2482279201

Enrollment Details:
Date: 7/10/2019
Registration number: CT2WST2F7527496
Username: kfandale@msd.net

Order Details

Course name	Course#	Dates	Status	Price
NVCI Non-Violent Crisis Intervention 2019-20	SN-BE20_0203	10/4/2019 8:30 AM - 3:30 PM 10/5/2019 8:30 AM - 3:30 PM	Enrolled	
Number Talks: Fractions, Decimals, and Percentages Macomb County Sub Reimbursement - not applicable	CU-MA20_1102	3/26/2020 8:30 AM - 3:00 PM	Enrolled	
Total:				\$120.00
Discount:				\$0.00
Total Amount Paid:				\$120.00

This is a test for special needs

Print Receipt

Continue Shopping for Courses Back To User Home

The participant will have the option to print the receipt. They will also receive an email confirmation of the course enrollment, along with an email receipt for any payments made.

The email registration confirmation will be a single email that contains information for all the courses the participant enrolled in during the checkout.

Participant Dashboard

When a participants logs in they will be able to view and edit a dashboard that contains their personal information. The pencils in the right corners can be used to edit.:

Participant Information

First Name : Kathleen

Last Name : Fandale

E-mail Address : kfandale@msd.net

Username: (Your email address will be your username)

Password : *****

District : Macomb Intermediate School District

School Name : Macomb Intermediate School District

Employer if Other or N/A above:
[empty label]:

Position : 44001 Garfield Road

Grades Taught:

Content Area:

Demographic

Primary Phone : 2482279201

Primary Phone Source : ☒ Work ☐ Home ☐ Cell

Alternate Phone : 2482279201

Alternate Phone Source : ☐ Work ☒ Home ☐ Cell

Address 1:



Address 2:

City:

State:

Zip:

Below the demographic screens in the participant dashboard is a list of the emails received and the courses that the participants is enrolled in:

Received Email		
Search		
Page 1 of 1 Displaying 1 - 2 of 2		
Date	Subject	
07/10/2019	Enrollment Confirmation	
06/21/2019	All Course Export	

Courses				
Print Show Grid				
Enrolled Waiting Past Unofficial Transcript Cancelled M				
#	Course Name	Enrolled by	Start Date	Action
Order Number: CT2WST2F7527496 Paid Amount: \$120.00				
3803	Number Talks: Frac...		03/26/2020	select... ▼
3698	NVCI Non-Violent C...		10/04/2019	select... ▼
Total Paid: \$120.00				

