GWP Summer Professional Development Series: Registration Instructions

Please use the instructions below to register online for any (or all!) of our summer PD offerings.

NOTE: UMSL/Missouri Institute of Mental Health holds the license to the registration system we are using, which is why their logo is at the top of the registration page.

1. Click the registration link from the GWP webpage. Click the “login” button in the top right hand corner.

2. Under “New Customers” click, “Register for an Account.” (If you already have an account, then login and skip to step 5).

3. Fill out the required personal information and then click “Create Account” at bottom left.

   (If you are a school representative who is registering multiple teachers, then you should create this account in your name. There will be an opportunity to add individual teacher participants later. Please fill in school name in the “Company or Facility” blank.)

4. After clicking “Create Account”, you will get a pop-up box that asks you to add an address for your account.

   (For school representatives, please use the address associated with the school credit card.)

5. After logging in, you should be able to add the workshop registration to your cart. You will then get a pop-up window that asks you if you want to continue shopping or checkout. If you are registering for more than one workshop, you can click “continue shopping” to be redirected back to our website. Simply click a new link and add the additional registration to your cart. You should be able to see both workshops in your cart. When you are finished adding workshops, click “Checkout.”

   (For school representatives, you can add multiple registrations for each workshop. Then skip to the section below called “Registering Multiple Teachers” in order to add the individual teacher participants.)
6. If you are only registering yourself, then you will (1) check your name as the participant for the first workshop, and then (2) click “Event #2” and check your name for that event as well. Continue in this fashion until you have added yourself for all events. Finally, (3) click “Save & Continue”.

(If you are registering multiple people see the section below on “Registering Multiple Teachers.”)

7. You should now add in your payment information and click “Continue” at the bottom of the screen. Upon completing your registration, you should get a confirmation email with additional instructions.

**Registering Multiple Teachers**

Follow steps 1-5 above to create an account and add registrations to your cart. (Please note: you should create one school account, not an individual account for each teacher.)

After you click, “Checkout” you are asked to assign participants to each workshop.

1. Each different workshop registration will show up as a unique “event”. For example, below I have one registration for Engaging Youth Readers and Writers in Content Study (Event #1); one registration for Digital Writing Classrooms (Event #2); and three registrations for Conventions and Craft (Events #3-5).

2. When you click on any event, you will see any participants you have already added, as well as a button to “Add new participant”. When you have participants added, you will simply check the name of the person who is registering for this event. (So Katie O’Daniels is registering for “Event #1”). After you have checked the participant’s name, click Event #2 to move forward.
3. When you click on “Add new participant”, you will get a pop-up box. Type in the teacher’s name and email address, and then click “Save and Add Address.” You will then get a new pop-up window that will allow you to choose the school address for the participant’s address. Continue in this fashion until all teachers have been added as participants and you have check-marked each event with the correct teacher participant. When finished, click save and continue.

4. You should now be at the payment screen. Check your cart to make sure you have registered the correct participants for the correct workshop. For example, in the cart to the right, I have Katie O’Daniels attending three workshops: “GWP Engaging Youth Readers and Writers...”; “Digital Writing Classrooms”; and “Conventions and Craft”. Bobby Sue Smith and Charlie Brown are also attending “Conventions and Craft”. The total for all registrations is $750.00.

   (NOTE: Early bird discounts end June 1, 2016!!)

5. Add in your payment information and click “Continue” at the bottom of the screen. Upon completing the registration, each participant should get a confirmation email with additional instructions.

If you have any questions, please call Katie O’Daniels at 314-516-5578 or email: katherineodaniels@umsl.edu.