ADMIN: Printing an Official Sign-In Sheet

Go to: http://www.escweb.net/ar_esc/shoebox/

If you do not have a shoebox account see “Creating a Shoebox” and follow the instructions before continuing.

(From Home)
Attendance:
Allows you to view a list of staff that has registered.

Sign-In Sheet:
Allows you to print an official sign-in sheet for those who have registered.

Email Manager:
Allows you to email all registered attendees.

WaitingList Manager:
Allows you view and delete people from a waiting list (Only available if the participant limit has been exceeded).

Select open in the pop-up to view and print the sign-in sheet.

Attendees should sign by their printed name. DO NOT allow participants to sign the bottom of the sign-in sheets.

Attach the Official Un-Registered Sign-In Sheet to all printed sign-in sheets for the un-registered participants to PRINT their name for credit.

Sign-in Sheets must be turned in to the Office of Professional Development within 60 days after each event.