

## Registering for District Workshops on escWorks

You must have already created your escWorks account

### To get to the Calendar of Events

- Go to [http://www.escweb.net/ar\\_esc](http://www.escweb.net/ar_esc)
- Sign in using your escWorks account
- On the left side menu, click on “Catalog”, then “Calendar of Events”
- Fill in the information fields above the calendar: “Western Arkansas Cooperative”, search by –select “district”, District dropdown menu – select “Greenwood”
- Select “August” then “GO”. The Calendar of Events for August will load.
- You may also fill in the “Session ID #” in order to register.

### To Register

- To register for an event, click on the event, then click on [+ Cart]...just like shopping!
- For dates with multiple sessions, click on “more” for a complete list of sessions for the day
- Continue to “Shop” for professional development events
- You can navigate the site from month to month by selecting “Previous” and “Next”
- If you get to a point at which you cannot see the Greenwood Events, check all of the information fields at the top of the Calendar page to be sure they are correct and click “Go”.
- Once you have completed your professional development selections, click on “Checkout”.
- If any of the sessions require a fee, select the Purchase Order option to complete your registration for the event. (There will not be a fee for our local workshops, provided by Greenwood)
- You will receive an e-mail notification when you have registered for an event successfully.

### Shoebox – You Electronic PD Record

- Click on Shoebox in the left menu. This tool provides information about your personal account.
- Registration History will allow you to view and modify the events you have registered for. It will also allow you to **cancel** a session if you register for a session by mistake.
- Transcripts will allow you to keep track of your professional development hours electronically.
- User Account will allow you to update personal information or change your password.