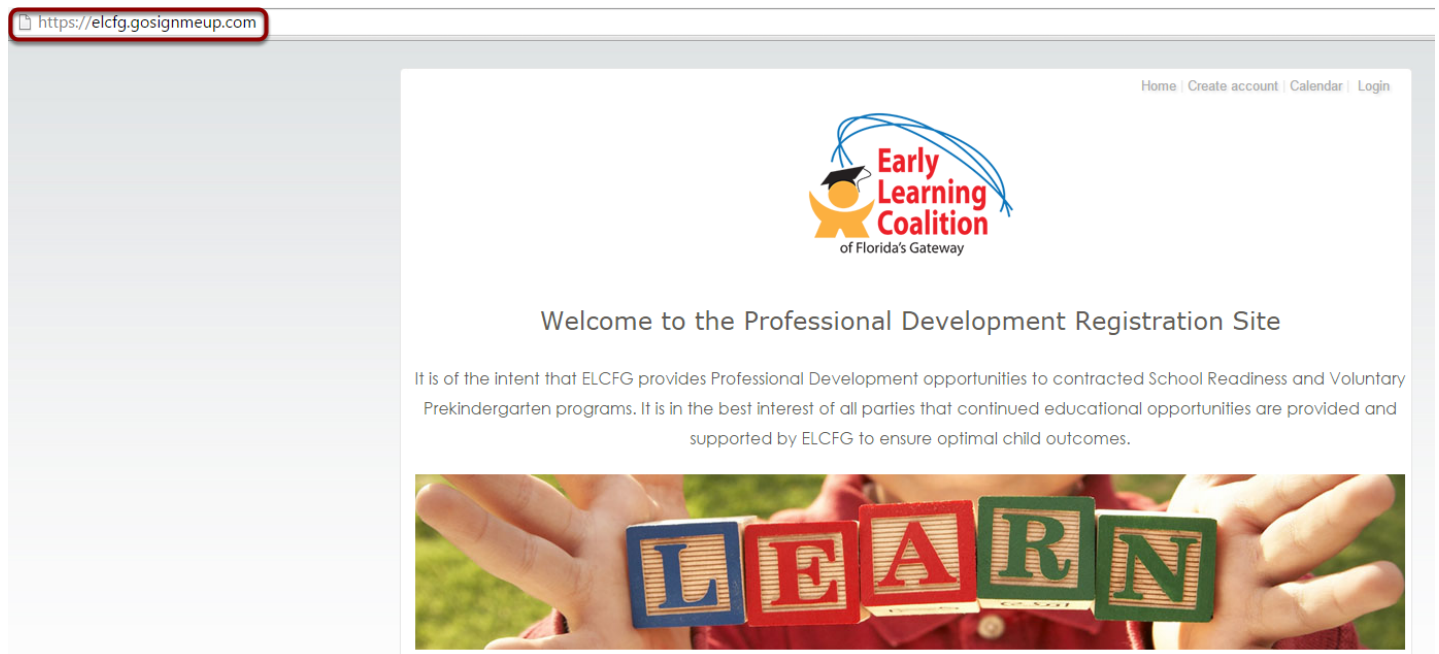# How Do I Register for an ELCFG Course

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

1) Make sure you are on our registration site at: https://elcfg.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.

3A) To create an account, please fill in all required information.

Welcome Visitor

User Registration

Please enter information required.

Student Information

First Name * :

Last Name * :

Address * :

City * :

State * :

Zip * :

Phone * :

E-mail Address * :

Confirm E-mail Address * :

Education Level * : Select only from the list ▾

List Other:

Position/Title * : Select only from the list ▾

List Other:

Number of years in the Early Childhood Field * : Select only from the list ▾

Username * :

Password * : *********

Confirm Password * : *********

Affiliation

Affiliated Program Name * :

Address * :

City * :

State * :

Zip * :

Phone * :

Email * :

Registration Policy

Professional Development Terms and Conditions

You must agree to our Registration Policy to continue.

3B) You must agree to our Registration Policy to continue. Click on "Agree and Create Account" to proceed.

Professional Development Terms and Conditions

Who Should Register?
Early Learning Coalition of Florida's Gateway School Readiness and Voluntary Prekindergarten Providers are given priority. Some trainings may be limited to certain participants for the purpose of a quality initiative. This information will be stipulated in the training announcement.

Anyone outside of ELCFG's service area (Columbia, Hamilton, Lafayette, Suwannee and Union County) will need an invitation to participate when space is available.

When Should I Register?
Class sizes are limited! As early as possible, our classes are small and fill quickly; we recommend you register as soon as possible to get your class of choice. If the class is already full you can register to be on the waiting list, if the instructor has made it available. Not all classes will have a waiting list. We occasionally receive cancellations and you may be able to get into a class at the last minute. Participants are not allowed to register for two classes that are going on at the same time.

Cancellations
Participants that register for classes are kindly asked to cancel their registration as far in advance as possible, so that slot can be used by another participant. Please be considerate of others. Classes will automatically close 5 days before the training date; we ask you cancel prior to the registration deadline to enable others to register in your place.

VERY IMPORTANT
The NO-SHOW participants will be monitored. When a participant has 3 no- shows within the fiscal year, that participant will be placed on a probationary status for training for the remainder of the year and will not be able to attend trainings.

Payment Details
If there is a charge for the class, you must make your payment within 3 days of the date you register. Forms of payment acceptable are: business check, money order, or cash. No personal checks, debit/credit card payments will be accepted. All registration fees are non-refundable.

Materials Fees & Supplies
If there are material fees or costs to the participant, you will be notified on the training event page. All material fees must follow the Payment Details Policy above. Material fees and costs are non-refundable. If you purchase materials and cancel or are a no-show, you may pick up your purchased materials at the ELCFG office. You must contact the trainer and arrange pick up within 10 days of the training event.

Guests
Guests are not allowed to attend trainings, unless they have been invited as part of the event. Also, no children are allowed to attend trainings. These trainings are for adult learners only.

Accessibility
Some of our classes may require you to sit on the floor, be active, etc. Please notify the trainer if you are unable to participate in this manner.

Privacy of the Learner
It is the policy of the Early Learning Coalition of Florida's Gateway, Inc. to maintain your privacy and information contained in any of our training records. Only the learner will have access to their personal information unless they give their permission to their supervisor.

We do not share or sell any part of the personal information that you have provided to us. Occasionally we will email you to inform you of special events, news, and class schedule information. If at any time, you decide that you do not want to receive emails from us, you can let us know by following the opt-out instructions at the end of each email. You can also notify us by email at info@elcgateway.org.

Attendance Requirements
Attendance requirements are made known to the participants in advance on the training event page. These attendance requirements are strictly enforced. **There are no exceptions.** In any training event, the participants must complete 90% of the training to receive CEUs.

Learners' Responsibilities
• Employed by a School Readiness or Voluntary Prekindergarten Program or invited by ELCFG by an affiliated partner
• Follow registration process and policies.
• Follow attendance requirements as stated on training event announcement
• Be courteous to others during the training event
• Be active participants during the training event
• Each Learner must complete the course assessment and the Learner Feedback Form for credit
• Each learner must complete the Class Evaluation Survey for credit
• Each learner requesting CEUs must complete any implementation assignments required by the trainer

Do you agree to the terms and conditions of our Registration Policy?*

Agree and Create account

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

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.

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

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.

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 "Go to Cart".

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" to enroll in the course.

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

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

Welcome to the Professional Development Registration Site

It is of the intent that ELCFG provides Professional Development opportunities to contracted School Readiness and Voluntary Prekindergarten programs. It is in the best interest of all parties that continued educational opportunities are provided and supported by ELCFG to ensure optimal child outcomes.

🛒 Empty

Welcome Anthony Test

✓ Log in/ Create Account — ✓ Review — ✓ Payments — 4 Receipt & Confirmation

Thank you for enrolling!

Order Receipt

Enrollment Details:

Date:	7/15/2015 11:38 AM
Registration number:	CKDG4WXH5854304
Username:	anthony@gosignmeup.com

Participant Information:

Anthony Test
Street
city , ca , 92626
anthony@gosignmeup.com
5555555555

Payment Details:

Order Details

Course name	Course#	Dates	Status	Price
toddler circle time	134	7/23/2015 8:30 AM - 10:30 AM	Enrolled	$0.00
			Total:	$0.00
			Discount:	$0.00
			Total Amount Paid:	$0.00

Print Receipt

Continue Shopping For Courses   **Back To User Home**

You will also get a confirmation email sent to you.