

## How to Create an Account with FDLRS Sunrise's GoSignMeUp Course Management Website

1. Go to **FDLRSSunrise.GoSignMeUp.com**
2. Click 'Create Account' at the top of the screen
3. Fill out the User Registration form as completely as possible
4. Read the Registration Policy, then click Agree and Create Account

## How to Sign Up for a Course on GoSignMeUp

1. Go to **FDLRSSunrise.GoSignMeUp.com**
2. Click 'Login' at the top of the screen
3. Make sure 'Participant' is selected and enter your login information
  - Remember, your user name is your email address
4. Click the 'Home' button at the top of the screen
5. There are three ways to search for courses
  - If you know the name or the topic of your class, type it in the 'Search' box
  - If you know the approximate date, you can input a date range in the 'From' and 'Until' boxes above the Course Grid
  - Browse by the Categories listed in the left side bar
    - The course panels are color coded:

Curriculum & Instructional Strategies (SWD)	Behavior (SWD)	Technology (SWD)	Policies & Procedures (not SWD)	Gifted Education (not SWD)
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6. Once you have found your class, you can either click the title to see more details, or directly click the black 'Register' button at the bottom of the course listing
7. Click the shopping cart icon above the words 'Browse Courses' – it should say '1 item' next to it
  - If you wish to sign up for other courses, you may continue browsing and adding as many courses as you like
8. Click 'Complete My Registration' in the pop-up box
9. Review your registration details and click 'Proceed to the Next Step'
  - You may also click 'Add More Courses' if you wish to sign up for other courses
10. Your registration is complete! Print your confirmation, if you like, and we will see you in your course!
  - You may click 'Continue Browsing for Courses' if you wish to sign up for more

## How to Cancel Your Registration

1. Go to **FDLRSSunrise.GoSignMeUp.com**
2. Click 'Login' at the top of the screen
3. On the right side of the 'My Account' page, look for the box that says 'Courses'
4. Find the course you need to cancel and, in the drop-down menu under 'Action,' select 'Cancel Course'
5. Click 'Yes' to confirm your cancellation