Catalog Viewing/Activity Registration

Some organizations may post their professional development offerings in a Catalog. In addition, some organizations may also opt to post course offerings from selected regional providers (IUs, BOCES, ESC, etc.).

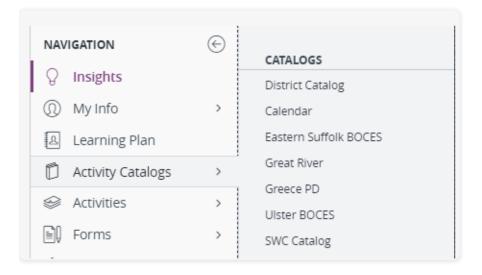


VIDEO

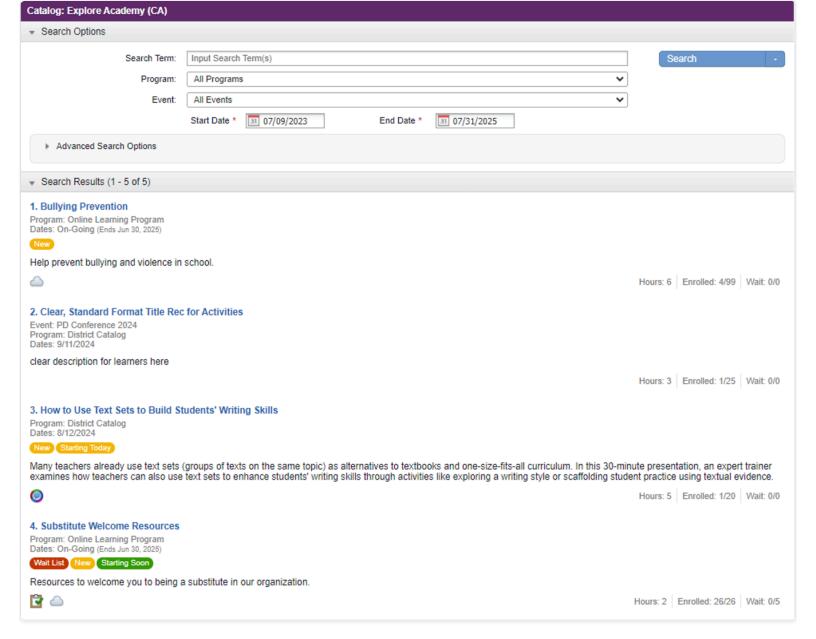
Check out this short video - **Catalog Viewing / Activity Registration** - in addition to referring to this article.

Use the following steps to view the Catalog/Calendar of activities.

1 On the side navigation pane click **Activity Catalogs**.



2 Click the appropriate catalog/calendar link to view the activities/courses. The "District Catalog" and other regional provider links may appear for you to select. Optionally, your organization may show a calendar view of these workshops. If that is the case, click the "Calendar" link.



As depicted in the previous image, when viewing the catalog there may be tags/annotations that describe the activity's status. Refer to the following table for descriptions of the status'

Status	Description
Starting Soon/Starting Today	The activity is starting soon/starting today
New	Activity recently added to the catalog
Wait List	Activity now enrolling for the waitlist
Closed	Activity Enrollment is full



Note:

- Each organization selects the name of the catalog. Therefore, the actual name listed may be different than what is shown below.
- Not all organizations may post regional provider catalogs.
- If you are looking for a regional provider and one isn't present under your account you may need to go to the providers website to register. Their catalog will not automatically be added to your account. You must first register for their activity or your organization must decide to show their catalog.



Pro Tip: Some customers recommend simply using google to search the providers name while including webreg to more easily locate their registration site.

Not finding the activity you were told to look for?

There are two possible reasons that you are experiencing this issue.

- 1. The activity has been directed towards a certain group of users, and you may not be on that list.
- 2. You are using a login that is not associated with your district or has been assigned to you by your district.

If you think this is in error, we recommend that you seek the help of your district's administration or professional development offices.

Registering for an Activity in the Catalog/Calendar

Once logged into Professional Learning, click the District Catalog or Calendar link to view the available activities that are offered by your organization.



串 Navigation:

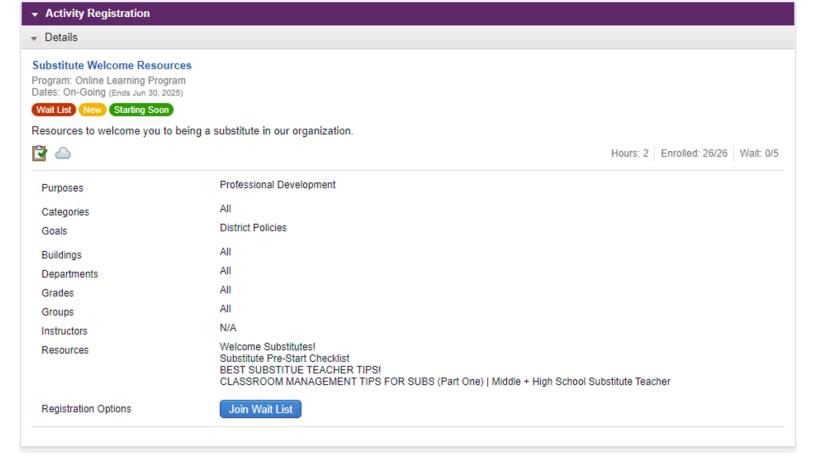
Activity Catalogs

District Catalog

Note the available search options and the Advanced search feature.

Use the search features to identify a particular activity. Once the activity is found, click the title to access the activity details screen.

The activity details may look like the following:



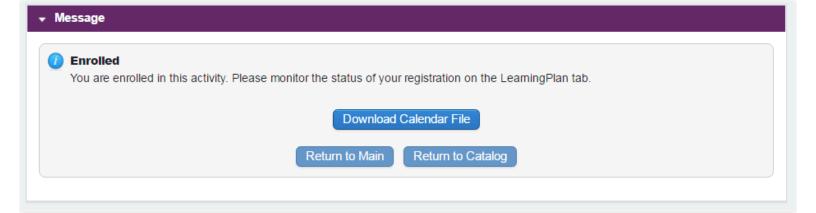


Note: The activity details screen will be different in different organizations.

To register for an activity, click the button on the right side of the screen. There are several possible buttons that may appear for registration. The differences are described below:

- Request Approval button The activity requires prior approval before enrollment. Clicking on the Request Approval button forwards the request to the appropriate approver(s). Once approved, the enrollment is complete, and the activity title displays under "Approved" and "In Progress" on your home page.
- **Sign Up Now** button The activity does not require prior approval. Clicking on the **Sign Up Now** button immediately processes the enrollment.
- **Join the Wait List** button The activity is full, and there is a wait list. Clicking the **Join the Wait List** button adds the user's name to the wait list.

After your registration is complete, review the Confirmation Message. A confirmation message will be displayed indicating that the registration has been successful.





Note: Once enrolled for an activity, please reach out to the Activity Provider or Instructor for additional details or instructions regarding the activity.



Additional Resource

To learn how to submit a form outside of a District Catalog activity, see **Submitting a Fill-In Form**.