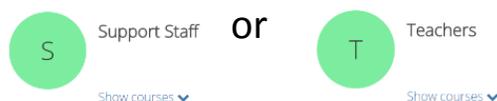


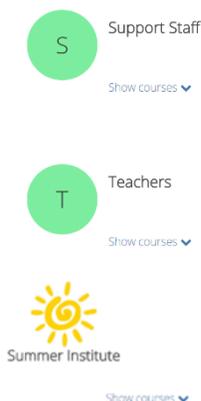
Follow these easy steps to register for upcoming Pro D opportunities:

****Please note: We will no longer be using PD Place for Pro D registrations. The District holds your PD Place session history and we will be providing information on how to access it.***

1. Go to the District website and under the 'Staff Info' tab, click on 'Links' (<http://www.sd33.bc.ca/links-0>)
2. Click on the 'Professional Development' arrows at the top of the page.
3. Click on the 'Show Courses' link under the main heading (Teachers or Support Staff) that pertains to you.



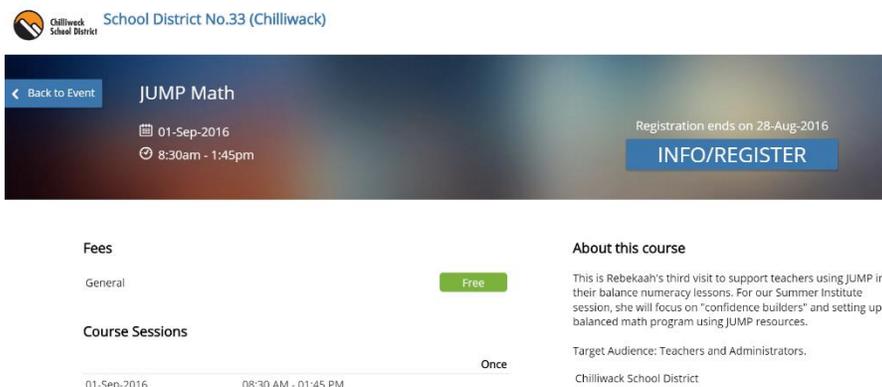
For specific events such as Summer Institute or October/February Pro D Days, a new heading will be created with all the sessions for that event grouped together. For example, Summer Institute would look like this and everything being offered at Summer Institute would be listed together.



4. After you click on 'Show Courses' the list of sessions will appear. You can get a brief session description if you hover your mouse over the information bubble beside the session title.



5. After you've decided on a session, click on the  button. This will take you to



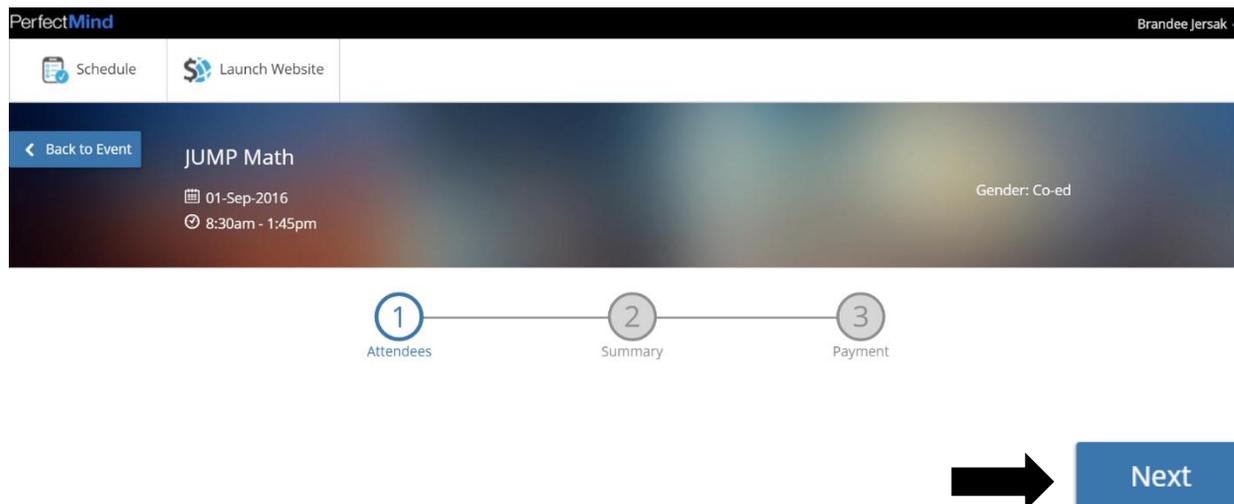
6. To register, click on the INFO/REGISTER button



7. It will prompt you to sign in using your district login credentials. **Please DO NOT use the Facebook login link.**

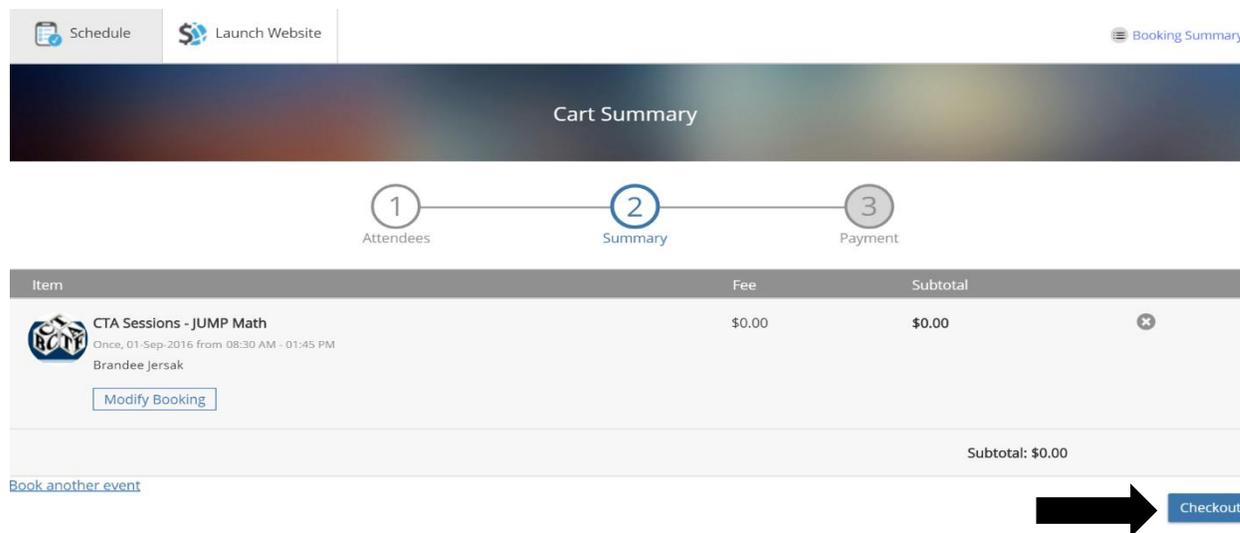


8. After you login, the first screen is a review – click Next in the bottom right corner



The screenshot shows the PerfectMind interface. At the top, there are links for 'Schedule' and 'Launch Website'. The main header displays 'JUMP Math' with a calendar icon, the date '01-Sep-2016', and the time '8:30am - 1:45pm'. To the right, it says 'Gender: Co-ed'. Below this is a progress bar with three steps: '1 Attendees', '2 Summary', and '3 Payment'. The '2 Summary' step is highlighted. In the bottom right corner, there is a blue 'Next' button with a black arrow pointing to it.

9. Cart Summary – click Checkout in bottom right corner

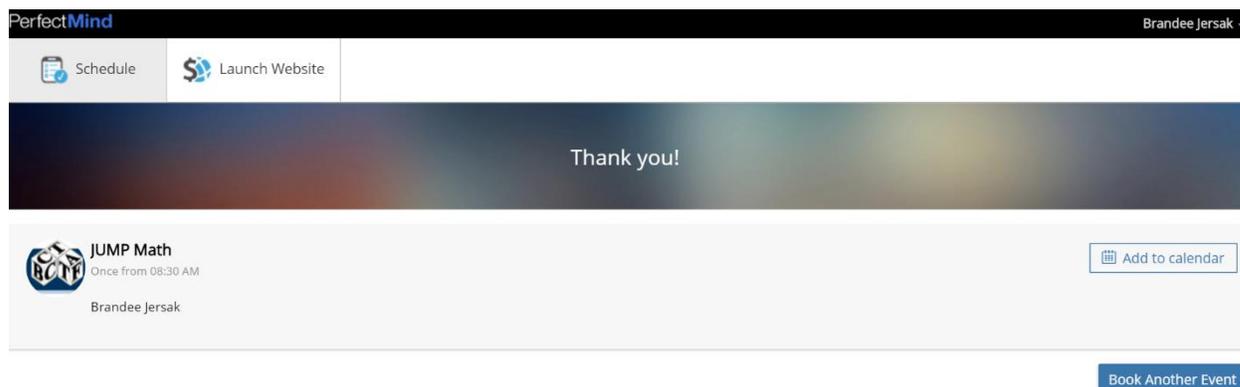


The screenshot shows the 'Cart Summary' screen. At the top, there are links for 'Schedule' and 'Launch Website', and a 'Booking Summary' icon. The main header says 'Cart Summary'. Below this is a progress bar with three steps: '1 Attendees', '2 Summary', and '3 Payment'. The '2 Summary' step is highlighted. The main content area is a table with the following items:

| Item | Fee | Subtotal |
|--|--------|------------------|
|  CTA Sessions - JUMP Math Once, 01-Sep-2016 from 08:30 AM - 01:45 PM Brandee Jersak Modify Booking | \$0.00 | \$0.00 |
| | | Subtotal: \$0.00 |

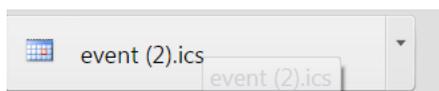
Below the table, there is a link 'Book another event' and a blue 'Checkout' button with a black arrow pointing to it.

10. Registration complete!



The screenshot shows the 'Thank you!' screen. At the top, there are links for 'Schedule' and 'Launch Website'. The main header says 'Thank you!'. Below this is a section for 'JUMP Math' with a calendar icon, the date 'Once from 08:30 AM', and the name 'Brandee Jersak'. To the right of this section is an 'Add to calendar' button. At the bottom right, there is a blue 'Book Another Event' button.

11. If you want to save this to your outlook calendar, click on 'Add to Calendar' and select 'Outlook Calendar' from the drop down menu. It will show up as a download in the bottom left corner.

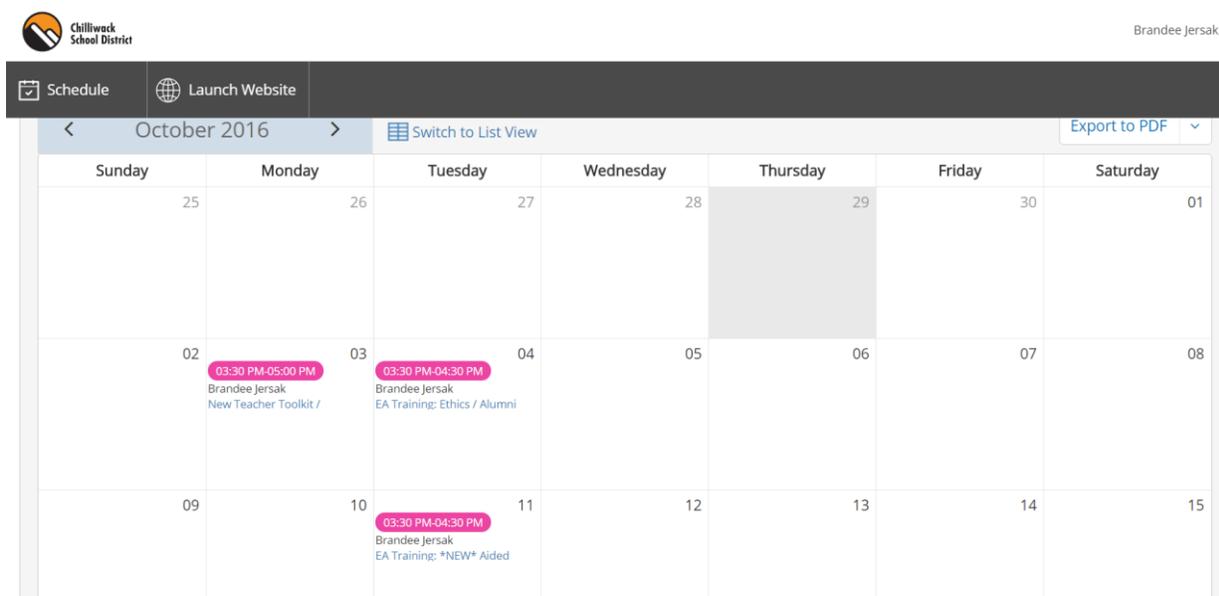


12. Click on the event, type your name in the 'To' field and click on 'Send Update'. This will automatically save it as an event in your calendar.

13. To view your upcoming sessions:

- Go to <https://chilliwackschooldistrict.perfectmind.com/BookMe/Contact>
- Login using your district credentials
- Scroll down until you see Schedules and click on Schedules. You can view your upcoming sessions in Calendar View or List View.

Here's an example of what it will look like in Calendar View:



The screenshot shows a calendar for October 2016. The interface includes a header with the Chilliwack School District logo, a user name 'Brandee Jersak', and navigation options like 'Schedule' and 'Launch Website'. The calendar grid shows sessions on Monday, Tuesday, and Wednesday. Each session is represented by a pink pill-shaped icon with the time '03:30 PM-04:30 PM' and the name 'Brandee Jersak'. The sessions are: 'New Teacher Toolkit /' on Monday (Oct 2), 'EA Training: Ethics / Alumni' on Tuesday (Oct 3), and 'EA Training: *NEW* Aided' on Wednesday (Oct 10).

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| 25 | 26 | 27 | 28 | 29 | 30 | 01 |
| 02 | 03 | 04 | 05 | 06 | 07 | 08 |
| 09 | 10 | 11 | 12 | 13 | 14 | 15 |

If you have any questions or need to unregister for a session, please email [Brandee Jersak](mailto:Brandee.Jersak@chilliwack.k12.bc.ca)