

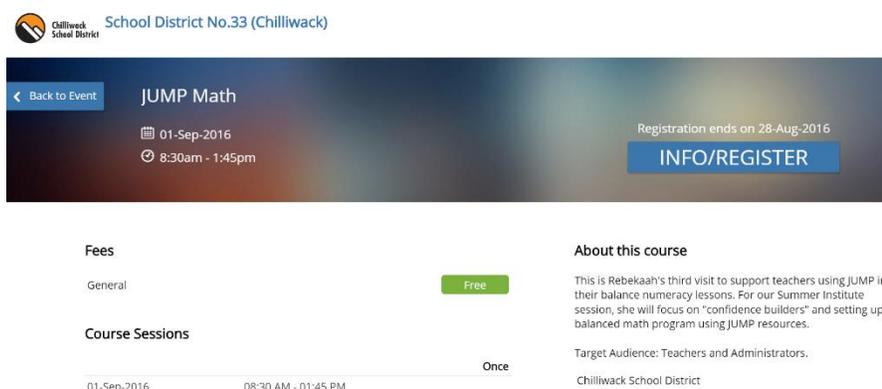
Follow these easy steps to register for upcoming Pro D opportunities:

***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. Login to your account using your district login credentials.
4. Click on 'Show courses' under the heading of your employee group. The 'Teachers & Support' heading will list sessions that apply to both Teachers and Support Staff.

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.

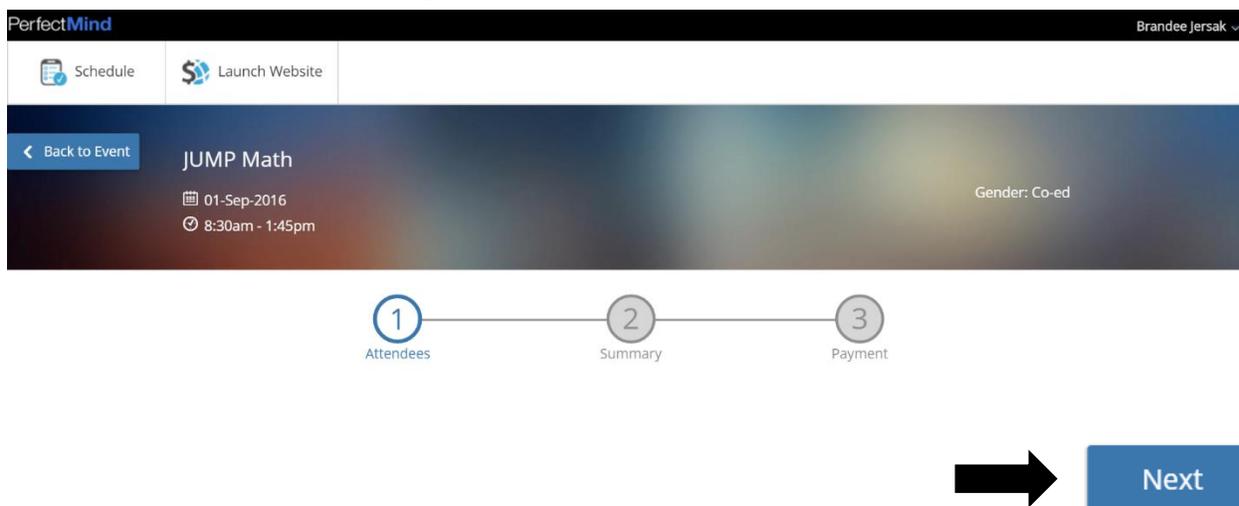
5. After you've decided on a session, click on the  button. This will take you to the full event screen.



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



7. Click 'Next' in the bottom right hand corner



PerfectMind Brandee Jersak

Schedule Launch Website

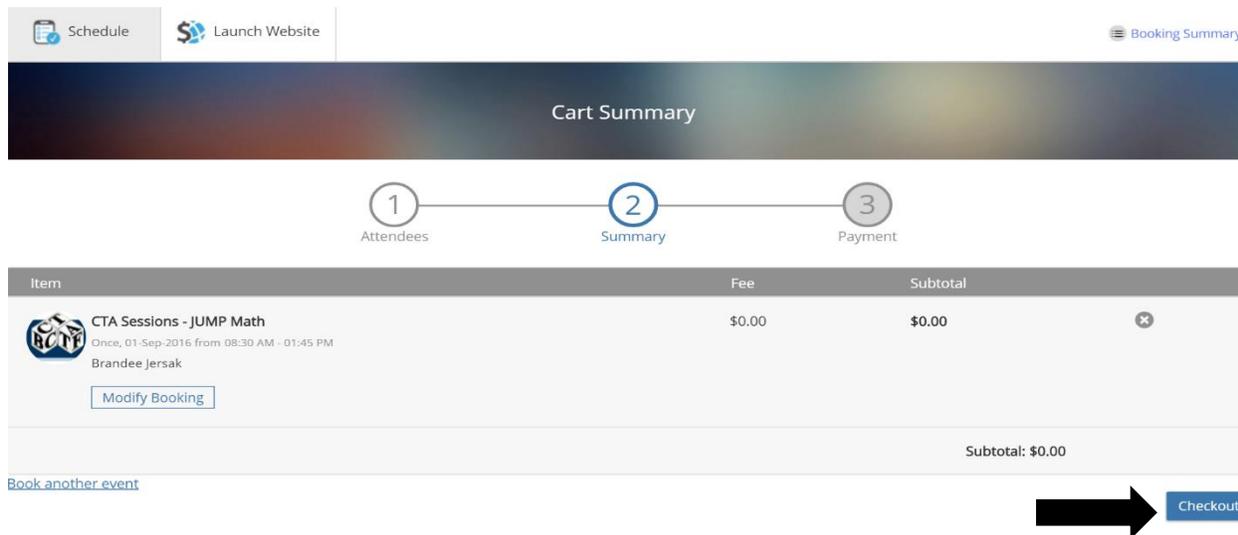
[Back to Event](#) **JUMP Math** Gender: Co-ed

01-Sep-2016
8:30am - 1:45pm

1 Attendees — 2 Summary — 3 Payment

[Next](#)

8. Cart Summary – review what you are registering for and click 'Checkout' to finish.



Schedule Launch Website Booking Summary

Cart Summary

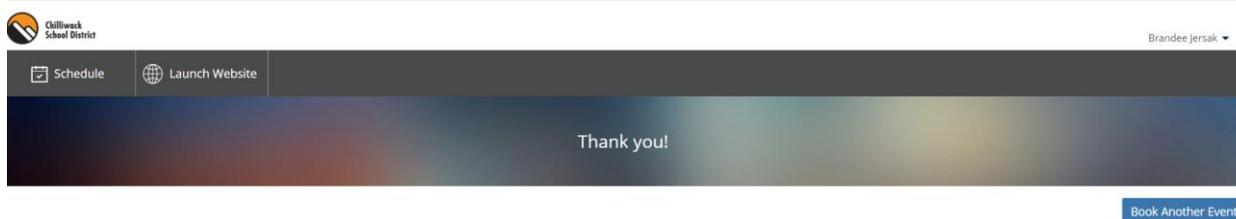
1 Attendees — 2 Summary — 3 Payment

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

[Book another event](#) [Checkout](#)

9. Registration complete!

****Please check your email for a confirmation. If you did not receive an email confirmation, make sure you hit the 'Checkout' button to complete your registration.***



Chilliwack School District Brandee Jersak

Schedule Launch Website

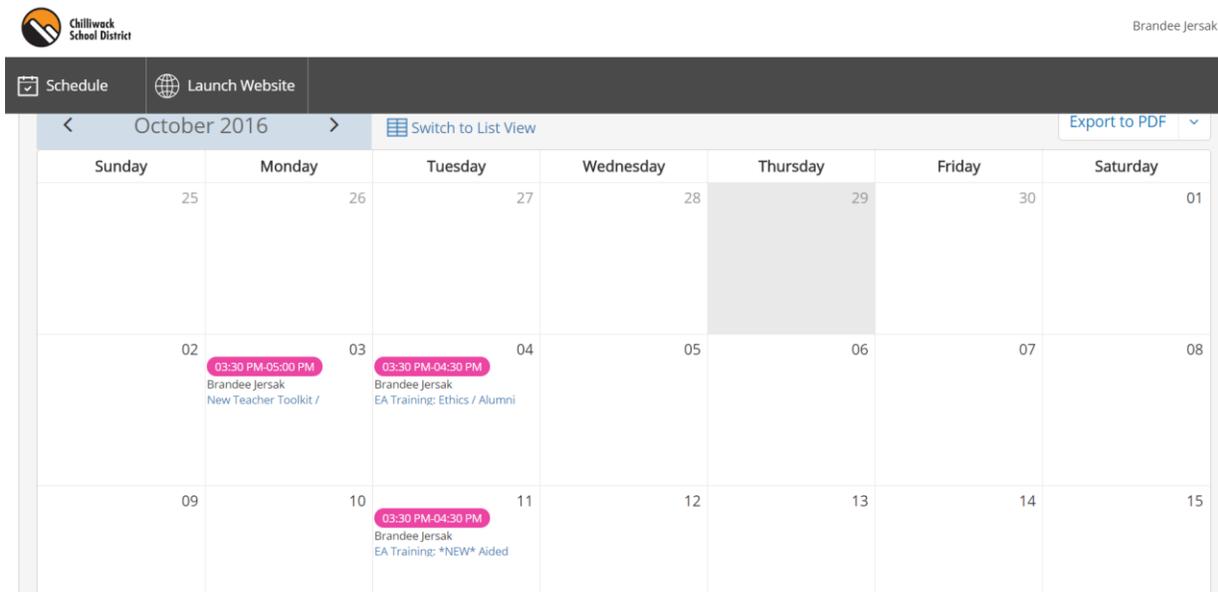
Thank you!

[Book Another Event](#)

10. To view your upcoming sessions:

- Go to <http://www.sd33.bc.ca/links-0> and login to your account
- Login using your district credentials
- In the top right-hand corner, hover over the little arrow beside your name
- Click on 'My Info' when the drop down appears
- 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 user is logged in as Brandee Jersak. The calendar displays sessions on Monday, Tuesday, and Wednesday. The sessions are:

Day	Time	Session Title
Monday, Oct 02	03:30 PM-05:00 PM	Brandee Jersak New Teacher Toolkit /
Tuesday, Oct 03	03:30 PM-04:30 PM	Brandee Jersak EA Training: Ethics / Alumni
Wednesday, Oct 11	03:30 PM-04:30 PM	Brandee Jersak EA Training: *NEW* Aided

11. To view your attendance history, follow the same steps as #10, but scroll down until you see Attendance History (this is right below Schedules).

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