## How to register for a seminar

1.) Go to the following site: <u>www.bookwhen.com/centennialseminars</u>. You will see a list of seminar course offerings for September 30, 2014. Scroll to the bottom and click on *Show more* to see full list.

Today to September 30, 2014. Show more

- Click on the seminar you would like to register for. Your selection should turn yellow.
   9:17am 9:48am Sample Seminar
- **3.**) Scroll to the top and you will see more information about the seminar. (Spaces/seats available, teacher name/room #, and deadline to register) Click on *Book Now*

Sample Seminar		Book Now 🤿				
Details	Contact	Admin				
Tuesday, 30 Sep 2014 9:17am - 9:48am						
<ul> <li>2 spaces available.</li> </ul>						
<ul> <li>Bookings end on September 25 at 9:17am.</li> </ul>						
Ms. Cole	G09					

4.) Enter your details. First, Last name and email are required! Then click Book Now

nter your details	
Full name *	
Title First Last	
Contact email *	
Please enter carefully.	
Book Now	
Finally the following screen will appear. You will	then need to check your email to confirm your
registration!	1
Sample Seminar	
Rick to: Seminer Registration	
Back to: Seminar Registration	
Beck to: Seminar Registration	Booking form
Please complete the booking by following the link in your booking email.	Booking form
Please complete the booking by following the link in your booking email. Booking reference: ZHVVK	Booking form Important - the booking is not yet complete.
Bock to: Seminar Registration     Please complete the booking by following     the link in your booking email.     Booking reference: 7HVVK     Your place has been reserved for the next 30 minutes	Booking form Important - the booking is not yet complete. We have just sent you an email containing your booking
Bock to: Seminar Registration     Please complete the booking by following     the link in your booking email.     Booking reference: 7HVVK     Your place has been reserved for the next 30 minutes     pending completion.	Booking form Important - the booking is not yet complete. We have just sent you an email containing your booking details and a link that you must follow, so we can confirm that your email address is valid. Thank you
Please complete the booking by following     the link in your booking email.     Booking reference: ZHVVK     Your place has been reserved for the next 30 minutes     pending completion.	Booking form Important - the booking is not yet complete. We have just sent you an email containing your booking details and a link that you must follow, so we can confirm that your email address is valid. Thank you. The email was sent to:
Bock to: Seminar Registration     Please complete the booking by following     the link in your booking email.     Booking reference: 7HVVK     Your place has been reserved for the next 30 minutes     pending completion.     Details Contact	Booking form Important - the booking is not yet complete. We have just sent you an email containing your booking details and a link that you must follow, so we can confirm that your email address is valid. Thank you. The email was sent to: colepr@fultonschools.org ()s it wreng?)
Bock to: Seminar Registration     Please complete the booking by following     the link in your booking email.     Booking reference: 7HVVK     Your place has been reserved for the next 30 minutes     pending completion.     Details Contact     Tuesday, 30 Sep 2014 9:17am-9:48am	Booking form Important - the booking is not yet complete. We have just sent you an email containing your booking details and a link that you must follow, so we can confirm that your email address is valid. Thank you. The email was sent to: colepr@fultonschools.org (is it wrong?)
Bock to: Seminar Registration     Please complete the booking by following     the link in your booking email.     Booking reference: 7HVVK     Your place has been reserved for the next 30 minutes     pending completion.     Details Contact     Tuesday, 30 Sep 2014 9:17am-9:48am Ms. Cole G09	Booking form Important - the booking is not yet complete. We have just sent you an email containing your booking details and a link that you must follow, so we can confirm that your email address is valid. Thank you. The email was sent to: colepr@fultonschools.org (is it wrong?) Can't find it?
Bock to: Seminar Registration     Please complete the booking by following     the link in your booking email.     Booking reference: 7HVVK     Your place has been reserved for the next 30 minutes     pending completion.     Details Contact     Tuesday, 30 Sep 2014 9:17am-9:48am Ms. Cole G09	Booking form Important - the booking is not yet complete. We have just sent you an email containing your booking details and a link that you must follow, so we can confirm that your email address is valid. Thank you. The email was sent to: colepr@fultonschools.org (is it wrong?) Can't find it? • Check that you entered your email correctly.
Bock to: Seminar Registration     Please complete the booking by following     the link in your booking email.     Booking reference: 7HVVK     Your place has been reserved for the next 30 minutes     pending completion.     Details Contact     Tuesday, 30 Sep 2014 9:17am-9:48am Ms. Cole G09	Booking form Important - the booking is not yet complete. We have just sent you an email containing your booking details and a link that you must follow, so we can confirm that your email address is valid. Thank you. The email was sent to: colepr@fultonschools.org (is it wrong?) Can't find it? • Check that you entered your email correctly. • Check your spam or junk email folder. The email will come from no_repl/@bookwhen.com

You can only regis	ter for <u>ONE</u> s	seminar. If	you need to cancel, you	must click on the			
link in your email from Bookwhen. Click on <i>Options</i> and then cancel and reregister.							
	Booking details						
	Attendee	Options					
	Options						
Cancel the booking – cannot be undone.							