CDGRS Course Registration Quick Guide

The purpose of this guide is to provide a brief overview of how to register for a CDGRS course using our Course Registration tool. For more specific help, please contact either someone from your local Conservation District or email Amy Pifer and Mindi Shuy at DGregistration@psu.edu.

Step 1: Find the course page with the available dates.

These are typically located within the individual course descriptions within the Education/Training section of the CDGRS's website.
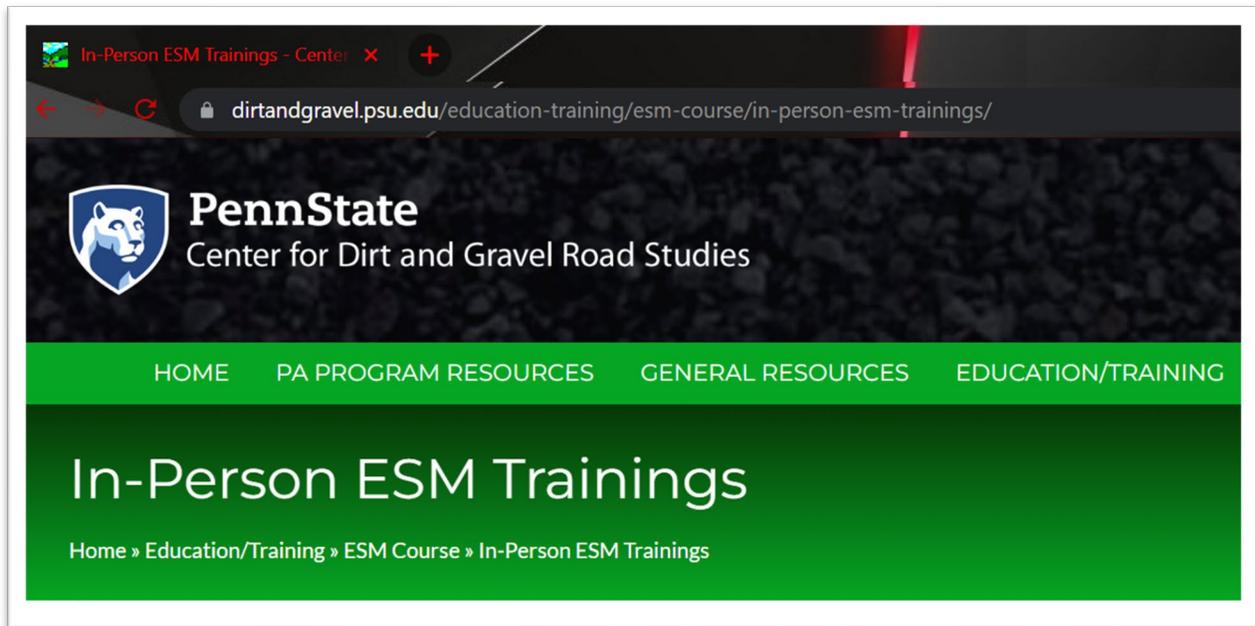
Step 2: Review the available dates and determine which one to register for. Click the *"Register Here"* button at the bottom of the page to access the Course Registration page.

Step 3: Find the course you want to register for and click its *"Register for this course"* button.

Step 4: Select the Affiliation Type, complete the information for the Primary Contact Person and click the *"Continue"* button.

- This person will be the sole contact for all participants registered by that contact person
- Note that all participants registered under the Contact Person will be assigned the same Affiliation as the Contact Person
- Contact People registering multiple people from different Affiliations must place individual orders for each Affiliation

Step 5: Enter all Participants that the Contact Person is registering.

If the participant has ever taken a course through CDGRS, they should exist in this database. You can search by name, email, and registrant id to locate them. You can also register new participants. Fill out the form and they will be added to the Current Participants list. Note: If you are the primary contact person, you still need to add yourself as a participant.

Step 6: Review your order. Review all information and added participants for accuracy. Simply click browser's *"Back"* button to go back and make any changes. Add any additional information/special accommodations then click *"Complete Checkout"*.

Step 7: Order Complete.

The Primary Contact will receive an email confirming their registration order. The order will remain in "Processing" until a member of the CDGRS staff reviews and confirms the order. Once confirmed, the Primary Contact will receive a notification email.

Order Complete:

Thank you for your registration!

Your submission is now **processing**. You will receive an email when your registration is confirmed. If we have any questions, we will contact you using the contact information you provided in step 1.

Click here to return to the home page.

ESM Course Registration

Order ID #**2**

Submission date: June 21, 2023 at 10:59 AM

Please note: Your order is not yet confirmed.
Please wait for a confirmation email or an email from admin at CDGRS.

Course Information:

Environmentally Sensitive Maintenance Training

- Class ID: **3067**
- Wednesday, Nov 15, 2023 to Thursday, Nov 16, 2023 (Jefferson County)
- Location: Bellamauro Social Hall, 1017 Reynoldsville-Falls Creek Road, Reynoldsville PA, 15851
- Instructor: Eric Nevel and Maria Dreese