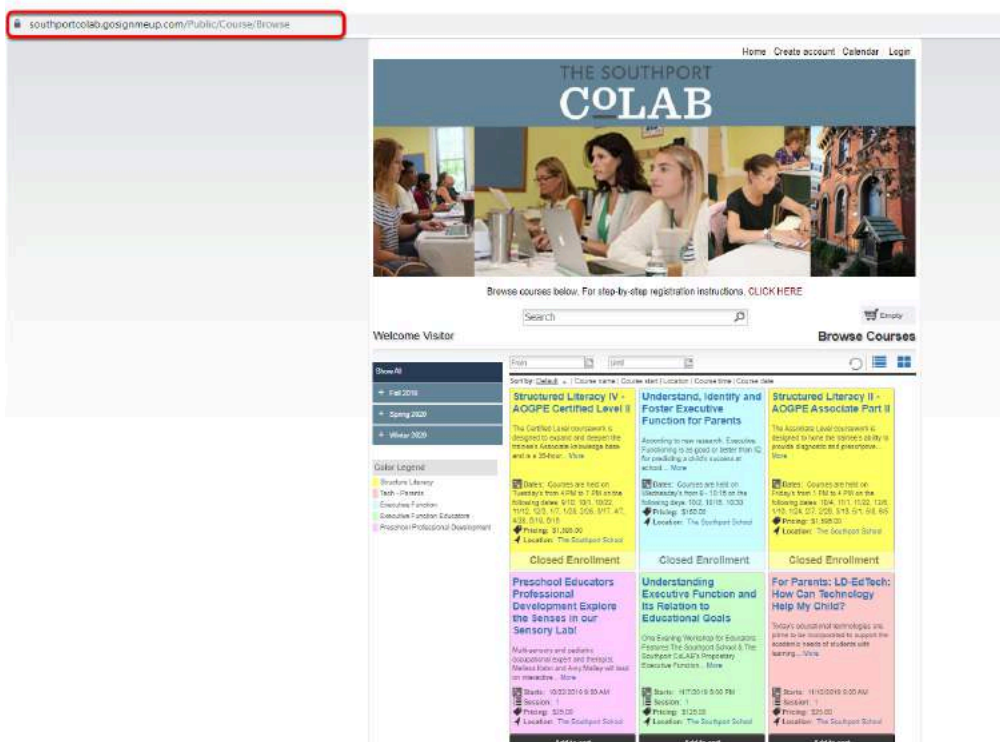


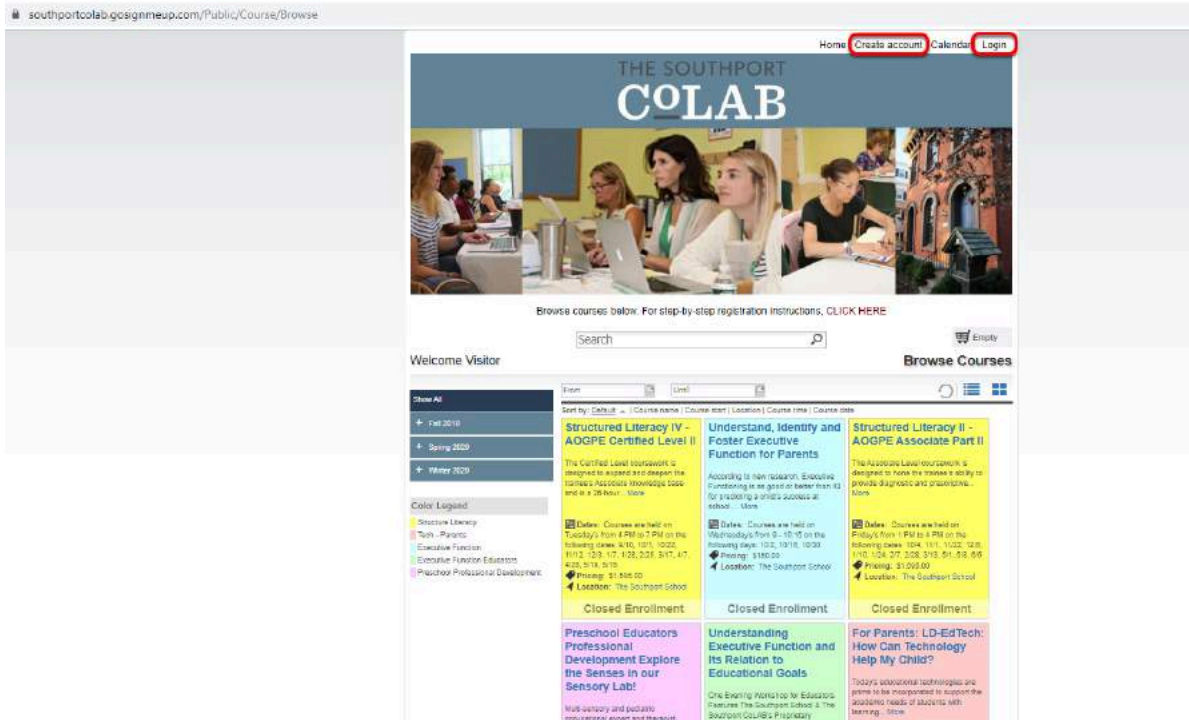
How Do I Register for a Southport CoLAB Course Rev1

This lesson will show you how to use our registration software.

1) Make sure you are on our registration site at: <https://southportcolab.gosignmeup.com>



2) The first thing you will want to do is create an account or login using your Username and Password if you already have one.



The screenshot shows the Southport CoLAB website interface. At the top right, there are navigation links for 'Home', 'Create account', 'Calendar', and 'Login'. The main header features the text 'THE SOUTHPORT COLAB' above a photograph of students in a classroom. Below the header, there is a search bar and a 'Browse Courses' button. The main content area displays a grid of course cards, each with a title, description, dates, pricing, and location. The courses listed include 'Structured Literacy IV - AOGPE Certified Level II', 'Understand, Identify and Foster Executive Function for Parents', 'Structured Literacy II - AOGPE Associate Part II', 'Preschool Educators Professional Development Explore the Senses in our Sensory Lab!', 'Understanding Executive Function and Its Relation to Educational Goals', and 'For Parents: LD-EdTech: How Can Technology Help My Child?'. Each course card also indicates its enrollment status, such as 'Closed Enrollment'.

3) To create an account, please fill in all required information. You must agree to our Registration Policy. Click on "Agree and Create account" to proceed.

Welcome Visitor
User Registration

Please enter information required.

Registration Information

First Name *

Last Name *

E-mail Address *

Confirm E-mail Address *

Username: (Your email address will be your username)

Password *

Confirm Password *

Street Address *

Street Address #2

City *

State *

Zip *

Mobile/Other *

Name of previous school

How many years?

Grade Level

For those registering for Structure Literacy or KIDSAFE courses, please complete all fields.

Previous Affiliation

Name of previous school (if applicable) *

Days and/or Times (if applicable) *

Position held *

Other relevant work experience

Previous Orono-Gillingham experience (if any) *

Why are you interested in the Orono-Gillingham approach?

Response:

How did you hear about Orono-Gillingham training at The Southport School?

Response:

Current/Previous principal trainer/organization, if applicable

Response:

Where did you receive your Orono-Gillingham training?

Response:

Registration Policy

Privacy Policy:

Your privacy is important to us. We provide this notice to explain our online information practices and choices you can make regarding how your information is collected and used. We collect your mailing and billing information to process your online registration requests and online payments. If you make an inquiry via our Contact Form, we will use your email address to reply to your inquiry. We do not share or sell any part of the personal information that you have provided to us. Occasionally we will email you to inform you of special events, news, and other school information. If at any time you decide that you do not want to receive emails from us, you can let us know by following the opt-out instructions at the end of each email. You can also notify us by email at info@osg.org.


Cancellation/Refund:

Due to limited seating, we ask that you cancel at least 24 hours before a scheduled event/session. This gives us the opportunity to fill the class. To receive a full refund please email request to info@osg.org at least 24 hours in advance.

Do you agree to the terms and conditions of our Registration Policy?

Agree and Create account

4A) On your account dashboard, you can search for courses by clicking on "Browse Courses".



Home My Account Calendar Log out

THE SOUTHPORT
COLAB

Welcome Lori tester

Empty

Dashboard

[Browse Courses](#)

Registrant Information

First Name: Lori
Last Name: tester
E-mail Address: lori@gosignmeup.com
Username: (Your email address will be your username)
Password: *****
Street Address: 9200 Irvine Center Dr.
Street Address #2:
City: Irvine
State: CA
Zip: 92618
Mobile Phone: 949-951-8701
Name of previous school:

Received Email

Search

Page 0 of 0

No data to display

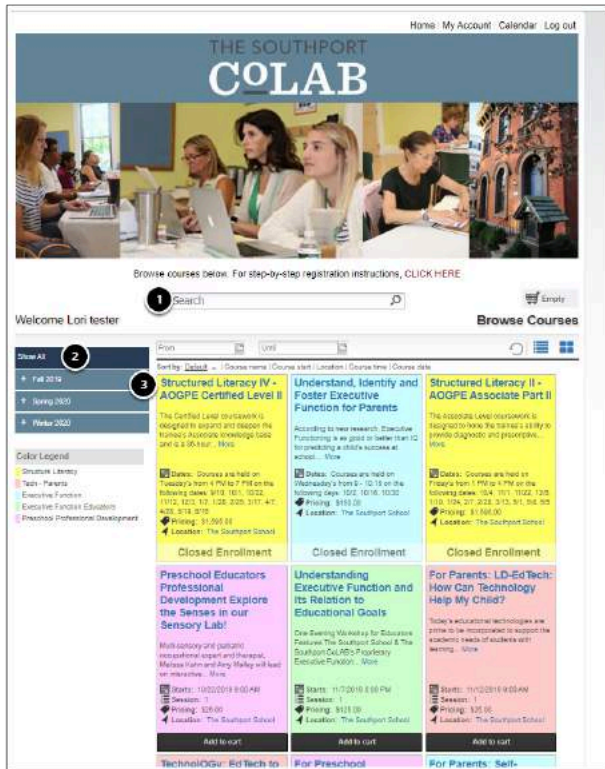
Date	Subject
No e-mails found	

Courses

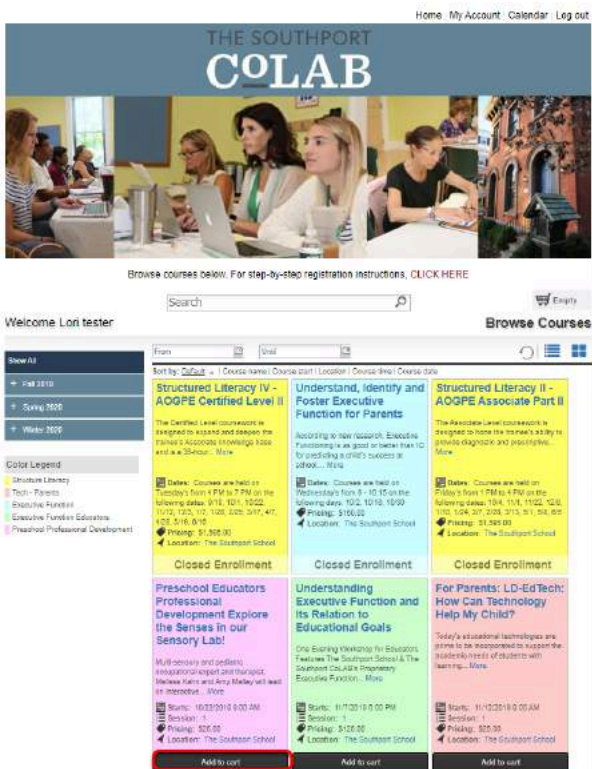
Print Show Grid

#	Course Name	Enrolled by	Start Date	Action
No courses to show				

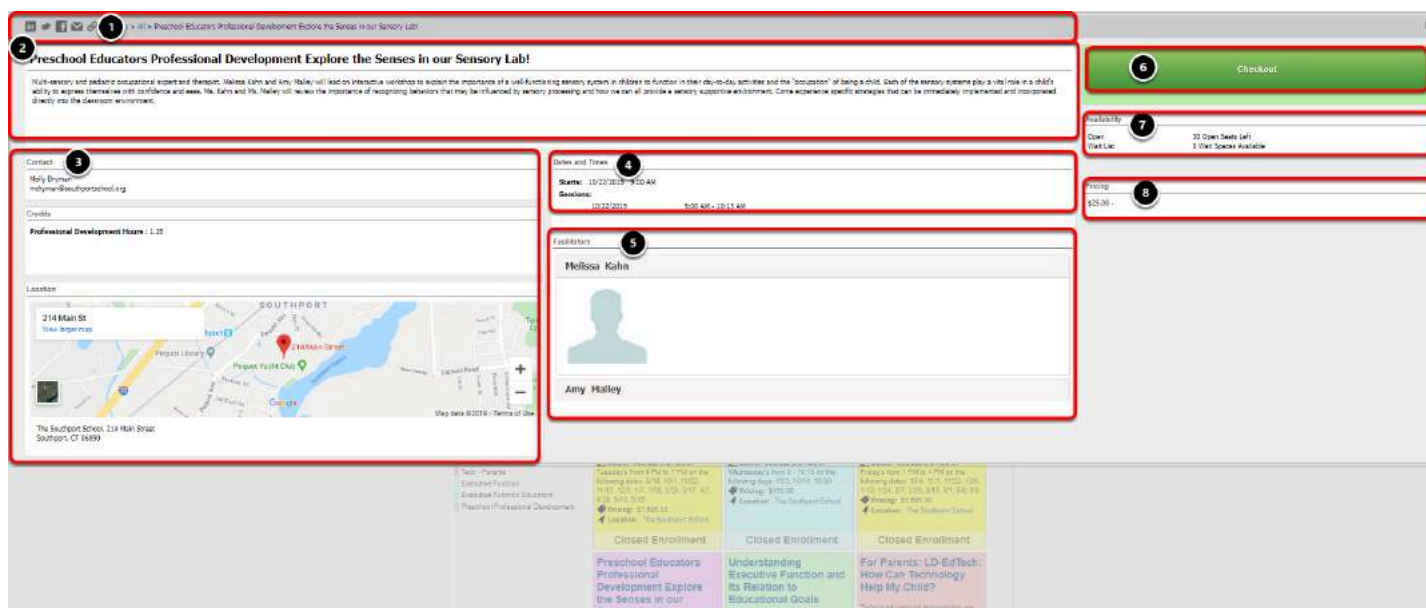
4B) You can search for courses by: 1. typing in the course name using the Search bar, 2. using the left navigation menu by course category or 3. scrolling through all the course pages and then clicking on the course name.



5) Once you find the course you are looking for, you can add it straight to your cart by clicking on "Add to cart" or click on the Course Name to see more information on the course.



6) Here is the course information page. You can see more information about the course here.



- 1) The top area shows some social media links where you can share this course with others. It also has the path you took to get here in case you want to go back. You can see the Course Number and the name of the course.
- 2) This area shows a description of the course
- 3) This area shows the contact, credits, location and any visual icon for the course if any.
- 4) Dates and Times shows additional information including when the course starts and the sessions of the course or whether this is an online course.
- 5) Facilitator shows the facilitator that will be instructing the course, including a bio if they have one.
- 6) This area is where you can add the course to your cart by clicking "Add to Cart" or "Checkout" (as shown) to go directly to Checkout.
- 7) This area shows the availability of seats left for the course and a waiting list.
- 8) This area shows the price for the course.

7) You can continue adding courses to your cart, or click on the cart to see what is in there.



The screenshot shows the Southport CoLAB website interface. At the top, there are navigation links: Home, My Account, Calendar, and Log out. Below the navigation is a banner for 'THE SOUTHPORT COLAB' featuring a photo of students in a classroom. A text prompt says 'Browse courses below. For step-by-step registration instructions, CLICK HERE'. Below this is a search bar and a 'Browse Courses' button. A shopping cart icon in the top right corner is highlighted with a red box and labeled '1 item'. The main content area displays a grid of course cards. Each card includes a title, a brief description, dates, pricing, and location. The first three cards are: 'Structured Literacy IV - AOGPE Certified Level II', 'Understand, Identify and Foster Executive Function for Parents', and 'Structured Literacy II - AOGPE Associate Part II'. A 'Color Legend' sidebar is visible on the left side of the page.

8) After clicking on your cart you can see what is inside of it and the total price. You can also delete the items by clicking the "X" or "Empty Cart". To continue click on "Checkout".



9) When you continue you will be taken to the Checkout section. In the Review area you can review all the items. Make sure it is all correct and click on "Proceed to Payment".

Home My Account Calendar Log out

THE SOUTHPORT
COLAB



1 item

Welcome Lori tester

Add more Courses

1 Log in/ Create Account 2 Review 3 Payments 4 Receipt & Confirmation

Review your current order

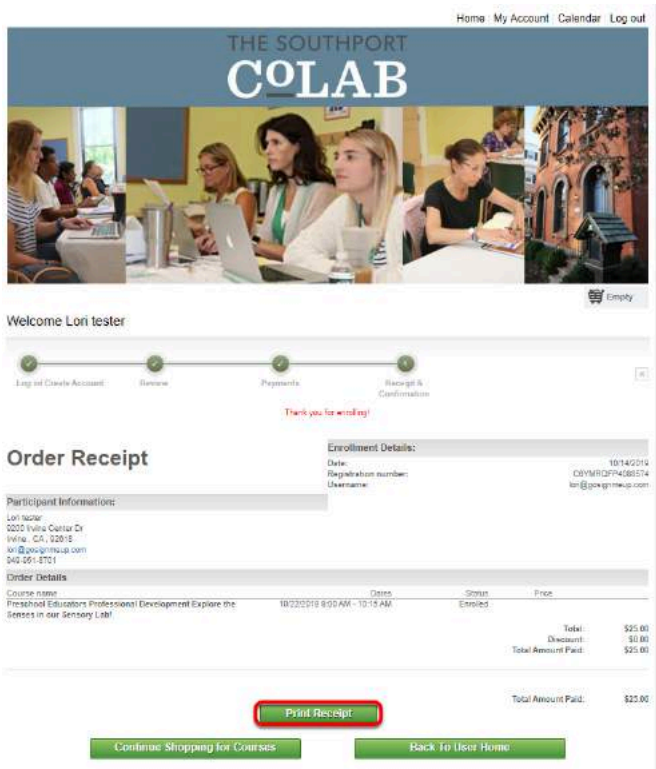
Course Name	Date(s)	Time(s)	Status	Price
Preschool Educators Professional Development Explore the Senses in our Sensory Lab! - 2527	10/22/2019	9:00 AM - 10:15 AM	Open: 30 Open Seats Left: Wait List: 0 Wait Spaces Available	\$25.00
Sub-total:				\$25.00
Discount:				\$0.00
Sales Tax:				\$0.00
Total:				\$25.00

Proceed to Payment

10) Select Payment method, if "Credit/Debit Card" click on "Place Order Now", and you see a screen requiring you to type in the required fields, then click on "Pay Now". If "Purchase Order" fill in the "Payment Number" and click on "Place Order Now".



11) You are now enrolled! This is the Order Receipt page. You can "Print Receipt", "Continue Shopping for Courses" or go "Back To User Home" page. You will also receive a confirmation e-mail that you are enrolled.



Home My Account Calendar Log out

THE SOUTHPORT COLAB

Welcome Lori tester Empty

Log in/ Create Account Review Payments Receipt & Confirmation

Thank you for enrolling!

Order Receipt

Enrollment Details:
 Date: 10/14/2019
 Registration number: 08YMRQFP4068574
 Username: lori@gosignmeup.com

Participant Information:
 Lori tester
 2020 Irvine Center Dr
 Irvine, CA, 92618
 lori@gosignmeup.com
 949-991-8781

Order Details

Course Name	Date	Status	Price
Freshhood Educators Professional Development Explore the Senses in our Sensory Lab!	10/23/2019 9:00 AM - 10:15 AM	Enrolled	
			Total: \$25.00
			Discount: \$0.00
			Total Amount Paid: \$25.00

Total Amount Paid: \$22.00

[Print Receipt](#)

[Continue Shopping for Courses](#) [Back to User Home](#)