

# How to use our Professional Learning Registration System

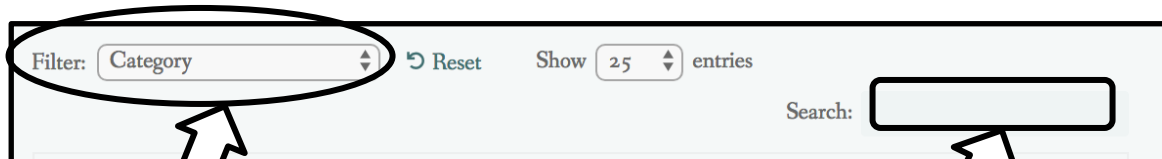
We are excited to provide a system that will allow you to manage your professional learning registration while logged into our Blueprint Tools and Resources warehouse site.



## To submit a new registration:

**STEP 1:** Log onto the site using the same account you created to access the *Blueprint Tools and Resources* at: <https://blueprinttoolsandresources.com>.

**STEP 2:** After you are logged in and on the **Professional Learning Page**, events can be filtered by category or keyword.



**CLICK HERE  
to filter  
by category**

**SEARCH by  
keyword here**

**STEP 3:** Click on the event title in the search results for more details and to access the registration form.

Title	Event Overview	Date	Category
Blueprint Superintendents' Network	Network sessions are face-to-face opportunities to learning with and from your Blueprint installing colleagues in similar roles to your own. All network events in 2018-2019 take place at the Crowne ...	Oct 30, 2018	Blueprint

A screenshot of a search results table. The first row is highlighted. The "Title" column contains "Blueprint Superintendents' Network". The "Event Overview" column contains a paragraph of text. The "Date" column contains "Oct 30, 2018" and the "Category" column contains "Blueprint". A callout box with an arrow points to the "Title" cell.

**CLICK HERE  
to select the event**

**STEP 4:** In the event, click on register.

The screenshot shows the event title "Blueprint Facilitator Cert - Cohorts III" and the dates "February 22 @ 8:30 am - February 23 @ 4:00 pm". A teal button labeled "Register" with a downward arrow is highlighted. A white callout box with a black border contains the text "CLICK HERE to register" and has two arrows pointing to the "Register" button.

**STEP 5:** After registration, you can edit your information.

The screenshot shows the event title "Blueprint Facilitator Cert - Cohorts III" and the dates "February 22 @ 8:30 am - February 23 @ 4:00 pm". A light blue banner contains the text "You are already registered for this event." A teal button labeled "Edit Entries" with a downward arrow is highlighted. A white callout box with a black border contains the text "CLICK HERE to edit your registration and lodging" and has two arrows pointing to the "Edit Entries" button. Another white callout box with a black border contains the text "System will tell you if you are already registered" and has an arrow pointing to the registration confirmation banner.

### Other Important Notes

- You will receive an automatic confirmation email immediately.
- Registration is specific to your username, so you must be logged in.
- Do not register others, only yourself.
- A person can only register for a session once.