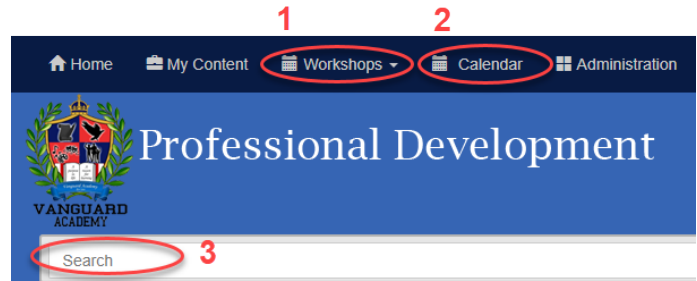




## How To Register for a Workshop on Professional Development

To Register for a Workshop:

1. Go to **Vanguard Academy's Website**(<https://www.vanguardacademy.education/>)
2. Click on "**Resources**" – **Staff Links** Select "**Professional Development System**"
3. Enter **Email address**
4. Enter **Password**
5. Select the Workshop needed



There are 3 ways to search and register for a workshop:

### 1. Workshops

- a. Click on **Workshops – Search RISD Workshops**
- b. [Click here for Advance Search of Workshops](#)
- c. Enter any known information  
(for example: *Workshop Number, Workshop date range, Title/ Description, Subject(s)*)
- d. Search for Workshop and [View Workshop Details](#)
- e. Workshop Registration Details will appear,
  - i. if this is the Workshop, [Register](#) (on the top right hand side of the Details)
  - ii. If this is not the Workshop, repeat to step c.
- f. **Continue with Registration** and **Confirm Registration**
- g. A "Workshop Registration Confirmation" will be sent to your email address in Professional Development

### 2. Calendar

The current month's calendar will display with all Trainings and Meetings scheduled.  
*Change the month by clicking the arrows.*

- a. Hover over the Workshop to see additional information  
*To search for specific results, use the drop down to narrow the Workshop search.  
Selections **Select a School, Select a Room or Select a Subject***
- b. Click on the Workshop to [Register](#) (on the top right hand side of the Details)
- c. **Continue with Registration** and **Confirm Registration**
- d. A "Workshop Registration Confirmation" will be sent to your email address in Professional Development

### 3. Quick Search bar

- a. Enter any known information, date, Workshop Number, Workshop Title
- b. Select the Workshop needed
- c. Review the Workshop Registration Details and [Register](#) (on the top right hand side of the Details)
- d. **Continue with Registration** and **Confirm Registration**
- e. A "Workshop Registration Confirmation" will be sent to your email address in Professional Development

**Reminder:** To successfully logout, click on "Welcome Name", and Logout.