How to Register for a Class

1. Login to your account at: https://training.agendaforchildren.org/checkoutsignin.cfm.
   Note that if you are trying to register for classes from a smart phone, you have to choose the Full Version option from the main screen (training.agendaforchildren.org) in order to actually register for classes.

2. Click on Course Search. This will bring you to the course search page.

3. You can search by:
   - Session (month)
   - Category (e.g. “Foundational Learning-Class A”, “Foundational Learning-Class B”, “Health and Safety”, et cetera.)
   - Locations
   - Day of Week
   - or Start Dates.

   **If you leave all of the fields blank, it will turn up every class.**

4. It will bring up a list of all the classes that meet your search criteria, including information about the location, session, dates, times, days, fees and whether registration is currently available.

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**Agenda for CHILDREN**

...a voice for Louisiana's children and families

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**SEARCH RESULTS**

<table>
<thead>
<tr>
<th>Title/Facility</th>
<th>Session Dates</th>
<th>Time</th>
<th>Day</th>
<th>Fee</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>April 2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPR &amp; First Aid, Hourst St. Lecy Cat &amp; Child Development Center</td>
<td>4/11/15</td>
<td>9:00 AM</td>
<td>Sa</td>
<td>$60</td>
<td>Registration Available</td>
</tr>
<tr>
<td>NEW</td>
<td>April 2015</td>
<td>4/10/15</td>
<td>9:30 AM</td>
<td>W</td>
<td>0 Registration Available</td>
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<tr>
<td>NEW</td>
<td>April 2015</td>
<td>4/10/15</td>
<td>9:45 AM</td>
<td>Sa</td>
<td>0 Registration Available</td>
</tr>
<tr>
<td>NEW</td>
<td>April 2015</td>
<td>4/10/15</td>
<td>9:45 AM</td>
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</table>
5. Click on the course title or **Registration Available** to see the full workshop description and register for the class.

**COURSE DETAILS**

**Account:** Teresa Falgoust

### NEW OFFERING

**Developmentally Appropriate Practice for Infants/Toddlers**

In this workshop, participants will discuss developmentally appropriate infant and toddler environments and how to impact engagement and learning with each individual child in that environment. Assumptions will be discussed, along with methods for maintaining these expectations in the environment. 

**Category:** Foundational Trainings - Class A

**Course ID:** FLA-DA00T

**Section ID:** D0-2813

**Session:** April 2015

**Category:** Foundational Trainings - Class A

**Days:** Sa

**Dates:** 4/18/15 - 4/18/15

**Times:** 9:00 AM - 12:30 PM

**# of Hours:** 3

**Available Slots:** 20

**Location and Map Link:** Thibodaux-Little Angels Developmental Center, Non Applicable

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

**Fee(s):**

| Workshop Fee | 0 |

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**Category** tells you if a class is:
*A Foundational-Class A* FREE for FCC and Class A center staff
*A Foundational-Class B* $10 for Class B centers
*A Fee-Based* *Health & Safety*

**Status** lets you know if registration is available, closed, or if there is a wait list.

**Available Slots** tells you how many spots are left.

**Location** to access a Google Map of the location.

**Fees** section tells you how much the class costs. Any other fees will also be listed here.

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**Registering other people:** You may have the option at the lower right-hand corner to use a drop-down menu to choose which staff members you would like to enroll. If you are the only person associated with the account, your name will be the only one listed. **If you are a director and have staff that have taken a class since July 2014, we can add them to your account!** Just email **trainings@agendaforchildren.org** with YOUR name and the names of all of the staff members you would like added to your account. If your staff have taken classes with us since July 2014, it means that they already have accounts in our system. If you choose the **Need to register for someone else? Click here** option instead of emailing us, that person will then have TWO accounts, which means that their transcripts won’t be accurate.
6. To register for the class, scroll down and click on **Add to Cart**.

7. If you want to sign up for other classes, go back to **Course Search** to add other classes to your cart. If you don’t want to sign up for any other classes, click the **Checkout** button. *If you are signing up for a Foundational Training for Class A centers and family child care providers, you will be prompted to enter your program’s TIPS # to verify that you are eligible to take the class. After you enter it once, it will just prompt you to verify the number next time you register. Once you enter your TIPS #, click the **Next** button. The next screen will let you review your order before you place it.*

8. Check the box next to “I have read and accept the terms and conditions of the refund policy.” and click the **Place Order** button.

9. You will receive a confirmation email from trainings@agendaforchildren.org in a few minutes. You can also use the **Print Receipt** button to print a copy for your records.

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**REFUND POLICY**

All cancellations, substitutions, and reschedule requests must be made in writing via email to Agenda for Children at customerservice@agendaforchildren.org or via fax to 504-586-8522. Before a program begins, Agenda incurs substantial administrative costs related to your registration. We have wait lists for many of our classes, so it is VERY helpful if you let us know if you will not be able to attend a workshop that you registered for.

If you need to cancel your registration for a fee-based workshop, please be advised that you will receive a refund of 75% if you cancel your registration more than 14 days before the class start date. If you cancel 14 or fewer days before a class, you cannot receive a refund. However, an organization may substitute a colleague for the original registrant up to two days prior to the start of the workshop at no charge; this substitution should be made in writing.

Program registrants who fail to attend (“no show”) with no notification will be charged the full program cost. All remaining funds must be used within 12 months of the date of transfer or cancellation.