

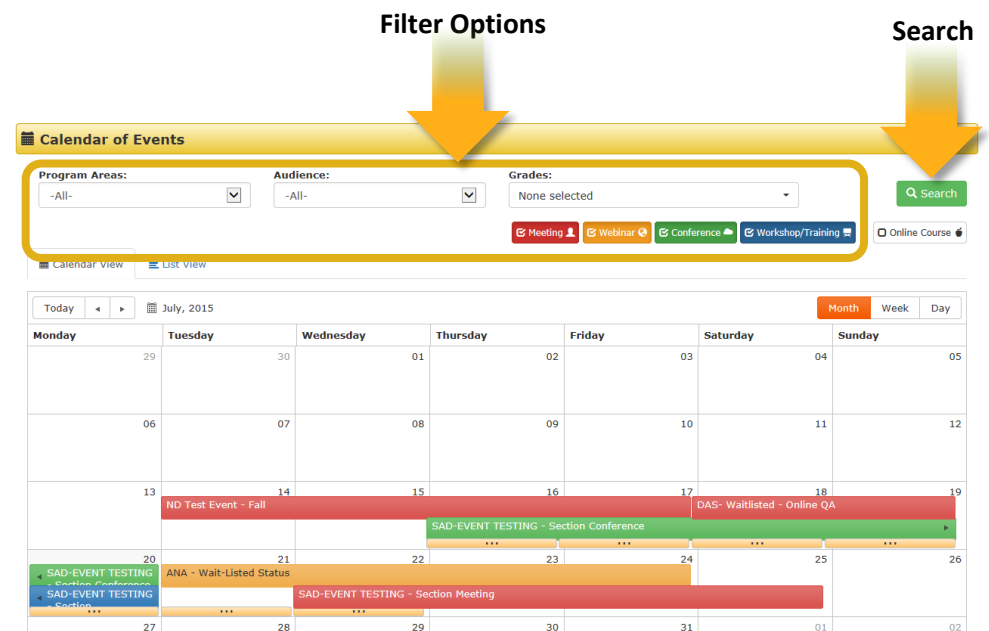
Calendar of Events: Event Registration

This Quick Reference Guide will take you through the process of registering for an event using the ADE Calendar of Events.

1. The ADE Calendar of Events (COE, also known as Event Management System) can be accessed at <https://ems.azed.gov>

2. In order to find an event in the COE, you may use the search feature, narrow events that display on the calendar by using the COE filters or go directly to the date of the training date.

*If going directly to the training date, make sure the event is not removed by the filters.



The screenshot shows the 'Calendar of Events' interface. A yellow box highlights the 'Filter Options' section, which includes dropdown menus for 'Program Areas' (set to '-All-'), 'Audience' (set to '-All-'), and 'Grades' (set to 'None selected'). Below these are buttons for event types: Meeting, Webinar, Conference, and Workshop/Training, along with an 'Online Course' checkbox. A 'Search' button is also present. A yellow arrow labeled 'Filter Options' points to the filter section, and another yellow arrow labeled 'Search' points to the search button. Below the filters is a calendar view for July 2015, showing events as colored bars across dates. Events include 'ND Test Event - Fall' (red), 'SAD-EVENT TESTING - Section Conference' (green), 'SAD-EVENT TESTING - Section Meeting' (red), and 'ANA - Wait-Listed Status' (orange).

ADE Quick Reference Guide EMS



3. Click on the event in order to access the event details.
4. In order to register for an event, click on “Register Now” .

A screenshot of a web application window titled "Workshop/Training". The event is "How to Apply for the Child and Adult Care Food Program". It lists keywords: food, program, adult, child, care. The section name is "August". The description states: "this class is for the owner or administrator of licensed child or adult day care centers wishing to apply for participation in the child and adult care food program (cacfp) to receive reimbursement for serving well-balanced meals and encourage good eating habits in a cacfp setting. interested organizations must send an owner or administrator responsible for". Below the description are fields for Program Area (Child & Adult Care Food Program), Subject (Other), Associated Grade Level, Event-Section (Workshop/Training), Start Date (August 5, 2015), End Date (August 5, 2015), Seats Available Status (Open), Capacity (20 Seats), Cost/Fees (Free), and Clock Hours (0). The location is "3300 N Central Avenue, Phoenix, AZ 85012" and the venue URL is "http://". At the bottom, there are buttons for "Add to Cart", "Cancellation Policy", "Contact Details", and "Register Now". The "Register Now" button is highlighted with a yellow box.

5. You will be asked to verify that you have an ADE Connect. If you have an account, click “Yes” and log in to your ADE Connect. If you do not have an account, click “No” and you will be directed to create an account.

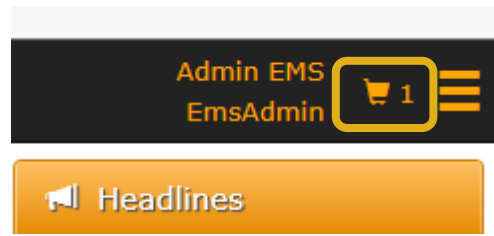
Note: You must return to complete your ADEConnect registration after you receive your temporary password via email.

A screenshot of a dialog box titled "Verify Your ADEConnect ID". It asks "Do you have an ADEConnect Account?" with two buttons: "Yes" (green) and "No" (red). Below the buttons, it explains: "If you do not have an ADEConnect account or only use your Student Information System to access ADEConnect, you are required to create an ADEConnect sign-in account to access Calendar of Events. Once you have completed the ADEConnect registration process, you will need to add the event to your to your cart again. You will need to perform this registration step only once for all future registrations."

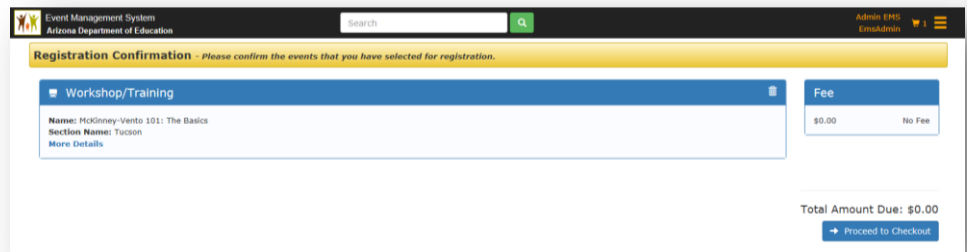
ADE Quick Reference Guide EMS



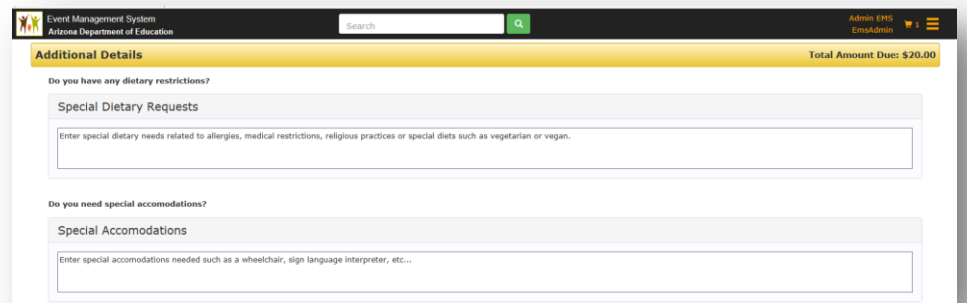
- Once you are logged in, you can find the event within your shopping cart. Click on your shopping cart to find all events you selected, but have not completed the registration.



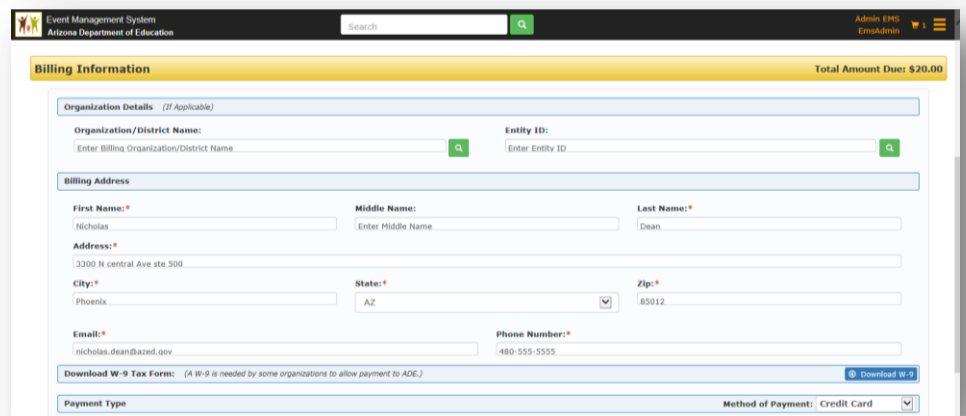
- To complete registration for an event, click on "Proceed to Checkout".



- Provide any special accommodation information necessary, including dietary restrictions (if applicable to the training).

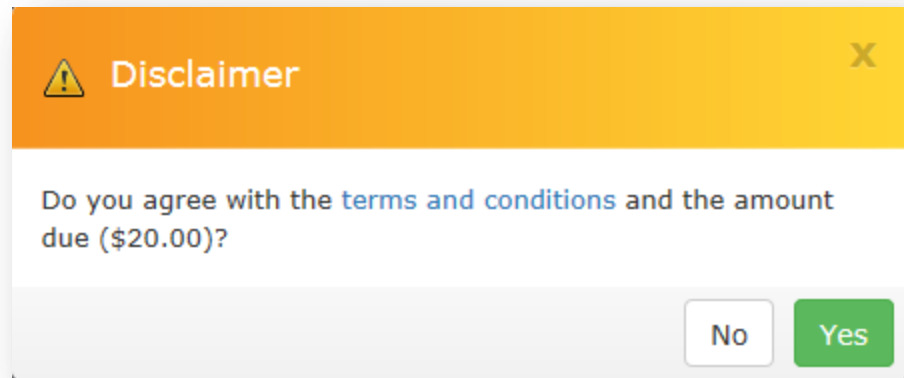


- Complete billing information. An event may be purchased via check, purchase order or credit card. If purchasing via purchase order or check, please provide the purchase order or check number at time of check out.

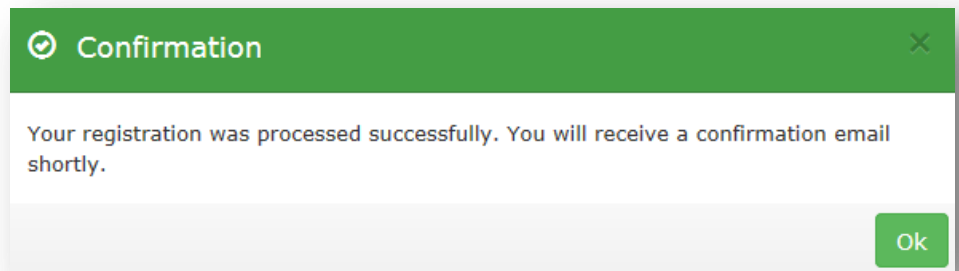


ADE Quick Reference Guide EMS

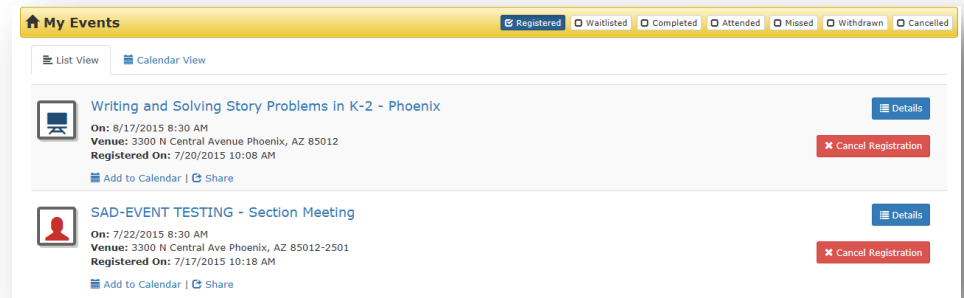
10. Click “Yes” to confirm your payment method.



11. Click “OK” on the verification in order to close the event window.



12. From here, you may review event details and/or cancel your event registration.



13. To access your registered events in the future, go to your “My Events” page by clicking your name or clicking the “Home” link in the menu.

