

Conference Features

Quick Guide

Register to Attend a Conference

Step 1: Under the FWISD **Employee Quick Links** section, select “MY.FWISD”.

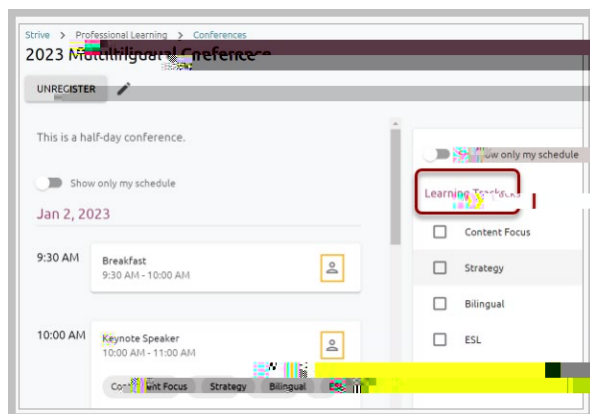
Step 2

Enroll and Unenroll in Conference Sessions

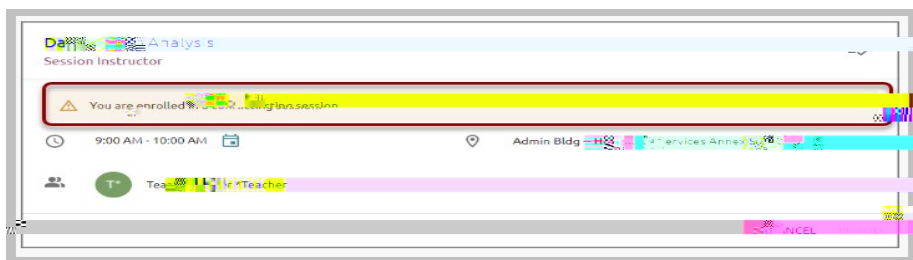
Step 1: Once a user has registered to attend a conference, an **Enroll** button appears on the list of sessions. Select the **Enroll** button to add the session to the conference schedule. A check mark appears on sessions the user has enrolled in.

Step 2: To **unenroll** from a session, select the same button used to enroll. The check mark will disappear, indicating the user is no longer enrolled in the session.

Step 3: Sort sessions by **Learning Track** using the **filtering** options. As you check filter options, sessions will display based on the learning tracks selected.

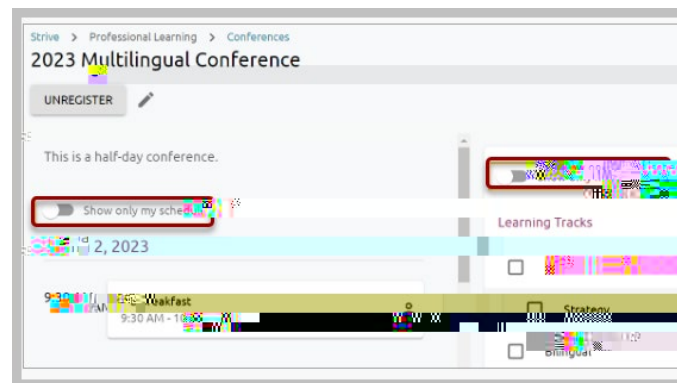


Note: The system will notify the user if they attempt to register for a session that takes place during the time they have registered for a different session.



View Your Conference Schedule

Step 1: Use the **Show Only My Schedule** slider to display all enrolled sessions.



Step 2: To **view details** about the session including location, links, and resources, select individual sessions by title for a pop-up of detailed information.

After a Conference Has Started

Note: Users can still register for a session after a conference has started, and they can see the session details by clicking on the session's block. This information includes session time, location, description, and instructor.

