Teacher Leader Summit Registration Instructions

The 2018 Louisiana Teacher Leader Summit will take place May 30 - June 1 at the Morial Convention Center in New Orleans. This event will bring together approximately 6500 educators and content experts from across the state to share their knowledge, learn new skills, and prepare for the 2018-2019 school year.

**Educators must register for each day they plan to attend the Summit.** Registration is open to all and no LEA code is required; however, registrants need to coordinate with their district’s Teacher Leader Coordinator if requiring district to cover travel expenses.

In addition to registering to attend the Summit daily, some sessions at the Summit require pre-registration. Educators who are interested in attending these sessions should register through WisdomWhere. All other sessions are first come, first served. **Registration ends May 21, 2018!**

Please follow the steps below for a smooth registration process:

1. Click on the link below. This link will take you directly to the three links to register for each day of the Summit.

   2018 Teacher Leader Summit Registration

2. For each day under “Session Information”, the general Conference Registration option is already pre-checked. (see snap of area below)

3. If you are only registering for the event and do not plan to attend any of the pre-registered sessions, please scroll to the bottom of the page in the system and click “Next” to complete your registration.

   If you are registering for pre-registered sessions, skip down to **REGISTERING FOR PRE-REGISTERED SESSIONS** for steps 6-8 on how to; otherwise precede with steps 4 and 5 to finalize.

4. “Next” will take you to the “Conference Registration Form” where most of your profile information will be pre-populated if you have an account. (**NOTE: if you don’t have an account, you will be prompted to create one**). Please verify all information is current and accurate. Update as necessary.

5. Scroll down to fill in the remaining slots and click “next”. **Your registration is complete!** (Note: if you fail to provide all required information, you will be prompted to enter before your registration is accepted.)
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REGISTERING FOR PRE-REGISTERED SESSIONS:

6. Follow Steps 1 & 2 above
7. Scroll down from pre-checked general conference selection. There are three categories of pre-registered sessions:
   a. Partial/Half Day Sessions
   b. Full Day Sessions
   c. Two-Day Sessions – Registration for Part One AND Part Two is required.

Note: In order to see sessions for each category, you must check the appropriate box

8. Once you have made your selection, scroll down to the bottom of the page and click “Next” to complete your registration. Reference steps 5 and 6 above.

YOU DID IT!

MODIFYING YOUR REGISTRATION:

Now that you have registered, you perhaps need to make changes moving forward. Please see the steps below to modify your registration.

1. Login to WisdomWhere with your Registrant ID and password. Your “Upcoming Events” will display.
2. In the left hand column labeled “My Events”, click MODIFY/UNREGISTER.
3. Click on the CHANGE button next to the conference you want to change.
   (NOTE: From this point, choose options below that are applicable to proceed)
   If adding a session:
   4. Click on MODIFY EVENT REGISTRATION. This is the middle button in the lowest line on the screen. This will take you to the conference page.
   5. Click the box next to the type of session, for example, Full Day sessions, Two-Day sessions, Half-Day sessions, etc. By clicking on the box, all of the sessions that are assigned to that category will display.
   6. Click the box next to the title of the specific session you which to attend.
   7. Scroll down to the bottom of the page and click the PROCESS CHANGES button.
   8. Your conference registration form will display.
   9. Click PROCESS CHANGES again at the bottom of the page.
   10. The session you have added will now display under your upcoming events.
   You have successfully added a session!

   If unregistering from a session:
   11. Click on the “unregister” button next to the desired session(s).

   If unregistering from an event:
   12. Click on “unregister from event”
   You have successfully unregistered!

Please contact districtsupport@la.gov for further assistance if deemed necessary.