

Summer Workshop Registration

- Each participant will need their individual Region 17 ESCWorks username and password to register. ESCWorks accounts for other regions will not be accepted.
- **If you already have an existing ESCWorks account, please DO NOT create a new account.** We will be happy to assist you in locating the existing account. Creating multiple ESCWorks accounts will cause difficulty in obtaining certificates and managing credit hours.

Registration for existing ESCWorks accounts:

1. Go to www.esc17.net.
2. Click on “Workshops” (the fifth option across the top menu).
3. Click on the yellow “Sign In” button on the left, and enter your ESCWorks username and password.
4. Once you have logged in, select “Conferences” from the blue menu on left or search for the Child Nutrition Summer Workshop in the search box.
5. Click on “Region 17 ESC Child Nutrition Summer Workshop 2020”.
6. Click the grey “Select” button for each session you would like to attend. Sessions are sorted by day.
7. **You must select one session for each morning and afternoon of the conference.**
8. At the bottom of the list of sessions, enter your email address and click “Add to Cart.” If your selections were successful, you will see a statement at bottom of the screen informing you that the registration has been added to your cart.
9. Click on the **blue text** that says “Click Here” to view your cart and complete the checkout process:

Attendee Email Address: Add to Cart

Registration for Jane Doe has been added to your cart. To add additional attendees please select additional breakouts and enter another email address.

To view your cart and complete the checkout process, please [click here](#)

10. Review your Shopping Cart and click “Check out”.
11. Verify your organization information, click the “I certify” box, and click “Continue”. Click **“Complete Checkout.”**
12. You are now viewing the confirmation screen. Your registration has been successfully completed.
13. Participants do not have the capability to adjust their registration. **To change any part of your registration, contact Agnes Saucedo by June 12, 2020.**
14. A confirmation will be automatically emailed to you. Please keep a printed copy to bring with you and give a copy to your Child Nutrition Director. Each participant will receive a final conference itinerary upon check-in.
15. If you do not receive a confirmation email within 24 hours, please contact Agnes Saucedo to confirm that your registration was received.

Creating a new ESCWorks account:

1. Go to www.esc17.net.
2. Click on “Workshops” (the fifth option across the top menu).
3. Click on “New Users” from the blue menu on the left side.
4. Complete all information and click “Save Record.”
5. Follow the instructions above to register for Summer Workshop.