



Registration Instructions

GET STARTED

1. Open a web browser and go to www.dbqschools.org/leap.
2. Click on the REGISTER NOW! link to open the LEAP registration site.

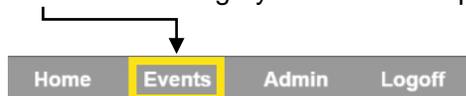
LOGON

3. Sign in using your school username and 123 as the password.
NOTE: *use the same username you enter to logon to a computer at school*

Once you're logged in, you will see an Upcoming Events List that displays activities for which you have registered. No items will display until you register for an activity.

REGISTER FOR AN ACTIVITY

4. Click on the Events link in the gray bar near the top of the screen.



5. To view all activities at your school, click the Search button.

A screenshot of the search interface for the DCSLEAP Catalog. The interface has a blue header with the text 'Search the DCSLEAP Catalog'. Below the header, there is a section titled 'Enter a keyword and/or a date range to begin your search'. A note states: 'If you leave the search fields empty, all events with active sessions will be displayed, which might take time to load.' There are three input fields: 'Keyword:' with a placeholder '[Enter Keyword]' and a drop-down arrow; 'Start Date:' with a range 'between 10/18/2016 and 04/18/2017' and calendar icons; and 'View By:' with radio buttons for 'Event Title' (selected) and 'Month'. At the bottom, there is a 'Search' button highlighted with a yellow box, a checkbox for 'Turn On Advanced Search Options', and a 'Clear All' button. An arrow points from the text 'click the Search button' to the 'Search' button.

Enter a keyword or select from the drop-down of activity titles to narrow your search. You may also enter a date range.

6. When the search results display, click on the title of the activity you wish to register for.

NOTE: *there are two types of activities*

- > Event: register once for the entire session, which may include multiple days
- > Conference: register for each session separately

7. To register for an event activity, click on the date link.

OR

To register for a conference activity, check the box under the session information and then select the sessions you wish to register for.

8. Click on the Next button.

9. Verify your registration information and, if correct, click the Next button.

You are now registered for the activity!