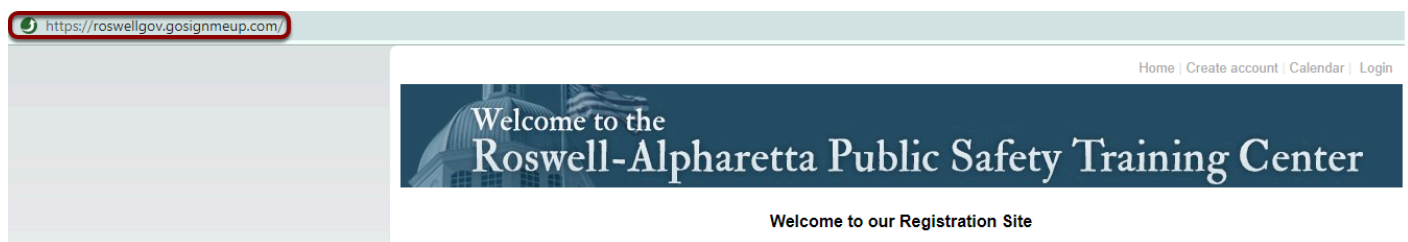


How Do I Register for a Roswell-Alpharetta Course

This lesson will show you how to use our registration software.

**1) Make sure you are on our registration site at:
<https://roswellgov.gosignmeup.com>**



2) The first thing you will want to do is create an account. Or login using your Username and Password if you already have one.



3) To create an account, please fill in all required information. Click on "Agree and Create Account" to proceed.

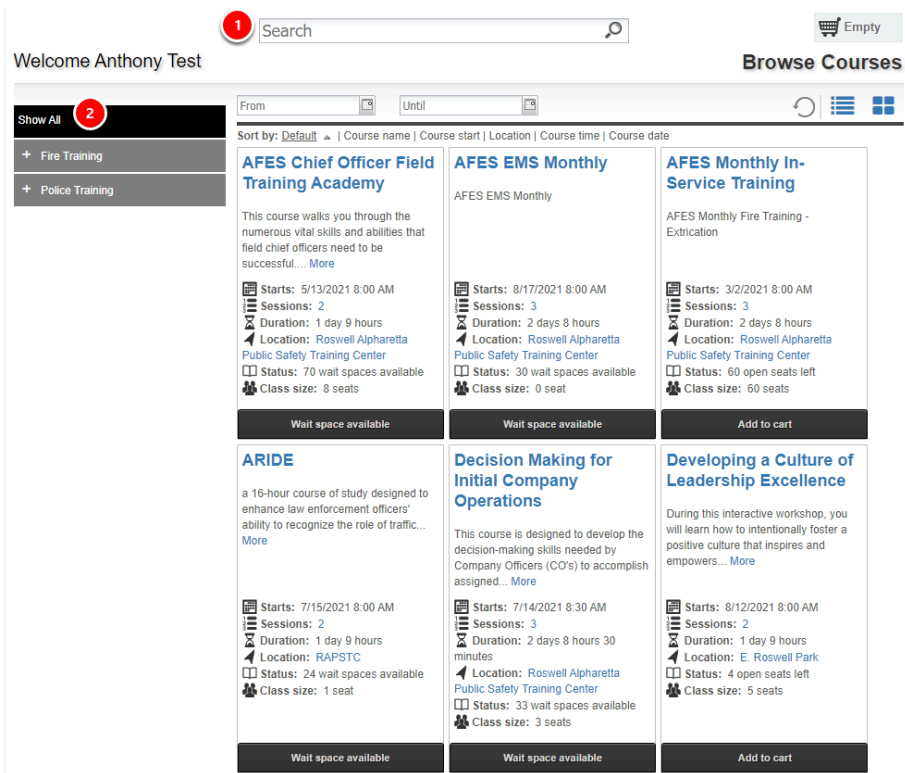
Please enter information required.

Student Information	Agency Information
First Name * : <input type="text"/>	Agency Name * : <input type="text"/>
Last Name * : <input type="text"/>	Agency Phone Number * : <input type="text"/>
Jurisdiction * : <input type="text" value="Select only from the list"/>	Training Officer Name : <input type="text"/>
List Other : <input type="text"/>	
Agency * : <input type="text" value="Select only from the list"/>	
List Other : <input type="text"/>	
E-mail Address * : <input type="text"/>	
Confirm E-mail Address * : <input type="text"/>	
Student ID * : <input type="text"/>	
Password * : <input type="password" value="*****"/>	
Confirm Password * : <input type="password" value="*****"/>	
OKEY # : <input type="text"/>	
Rank/Title * : <input type="text"/>	
Contact Phone Number : <input type="text"/>	

Do you agree to the terms and conditions of our [Registration Policy](#)??

You must agree to our Registration Policy to continue.

4) On the home page, you can search for courses in different ways.



Search

Welcome Anthony Test

Browse Courses

From [] Until []

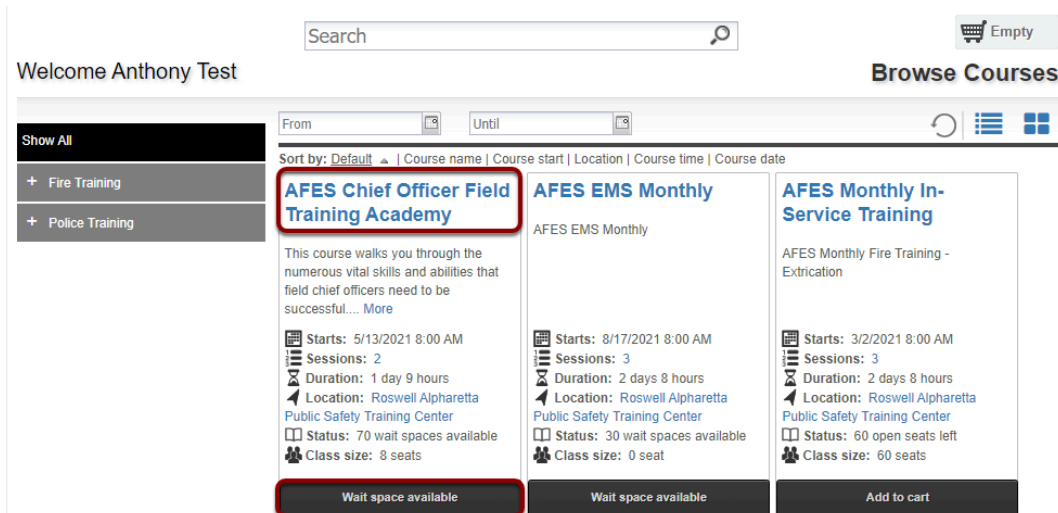
Sort by: Default | Course name | Course start | Location | Course time | Course date

Course Title	Description	Starts	Sessions	Duration	Location	Status	Class size	Action
AFES Chief Officer Field Training Academy	This course walks you through the numerous vital skills and abilities that field chief officers need to be successful... More	5/13/2021 8:00 AM	2	1 day 9 hours	Roswell Alpharetta Public Safety Training Center	70 wait spaces available	8 seats	Wait space available
AFES EMS Monthly	AFES EMS Monthly	8/17/2021 8:00 AM	3	2 days 8 hours	Roswell Alpharetta Public Safety Training Center	30 wait spaces available	0 seat	Wait space available
AFES Monthly In-Service Training	AFES Monthly Fire Training - Extrication	3/2/2021 8:00 AM	3	2 days 8 hours	Roswell Alpharetta Public Safety Training Center	60 open seats left	60 seats	Add to cart
ARIDE	a 16-hour course of study designed to enhance law enforcement officers' ability to recognize the role of traffic... More	7/13/2021 8:00 AM	2	1 day 9 hours	RAPSTC	24 wait spaces available	1 seat	Wait space available
Decision Making for Initial Company Operations	This course is designed to develop the decision-making skills needed by Company Officers (CO's) to accomplish assigned... More	7/14/2021 8:30 AM	3	2 days 8 hours 30 minutes	Roswell Alpharetta Public Safety Training Center	33 wait spaces available	3 seats	Wait space available
Developing a Culture of Leadership Excellence	During this interactive workshop, you will learn how to intentionally foster a positive culture that inspires and empowers... More	8/12/2021 8:00 AM	2	1 day 9 hours	E Roswell Park	4 open seats left	5 seats	Add to cart

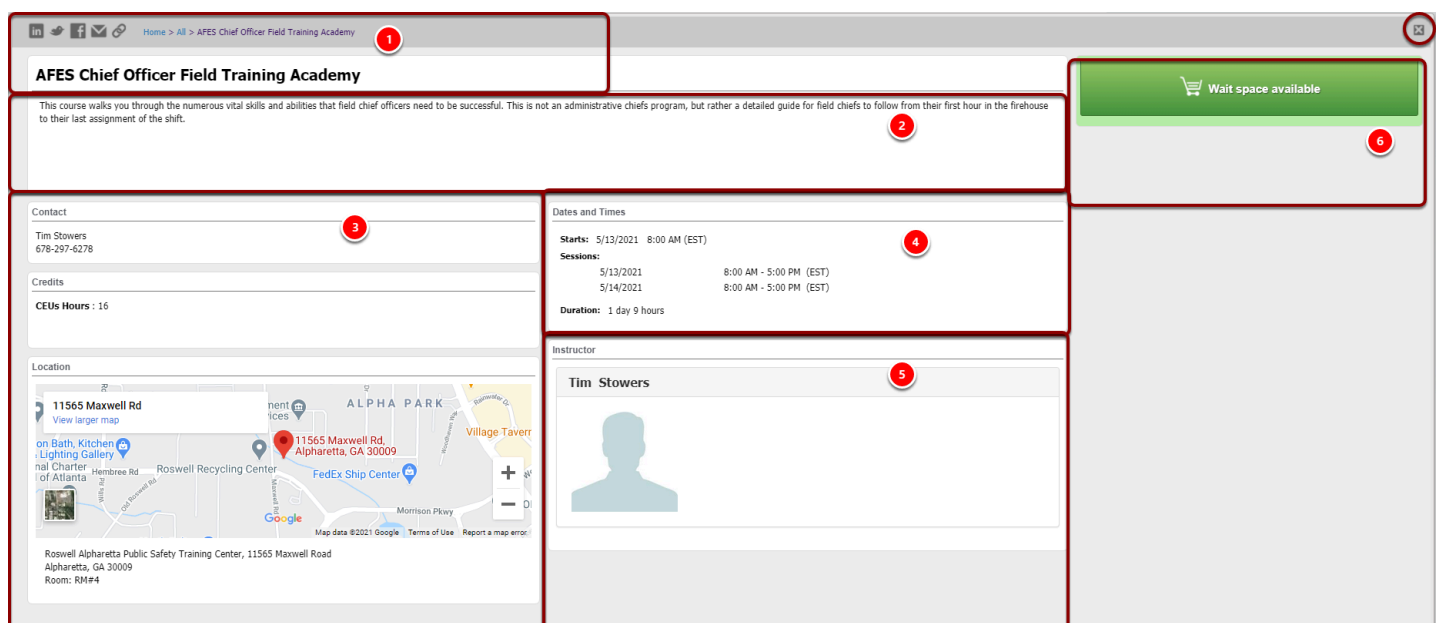
1) You can search for specific courses using the search bar.

2) You can search for courses by searching through the categories/locations on the left hand side.

5) Once you find the course you are looking for, you can add it straight to your cart by clicking on "Add to cart". Or See more information by clicking on the Course Name.

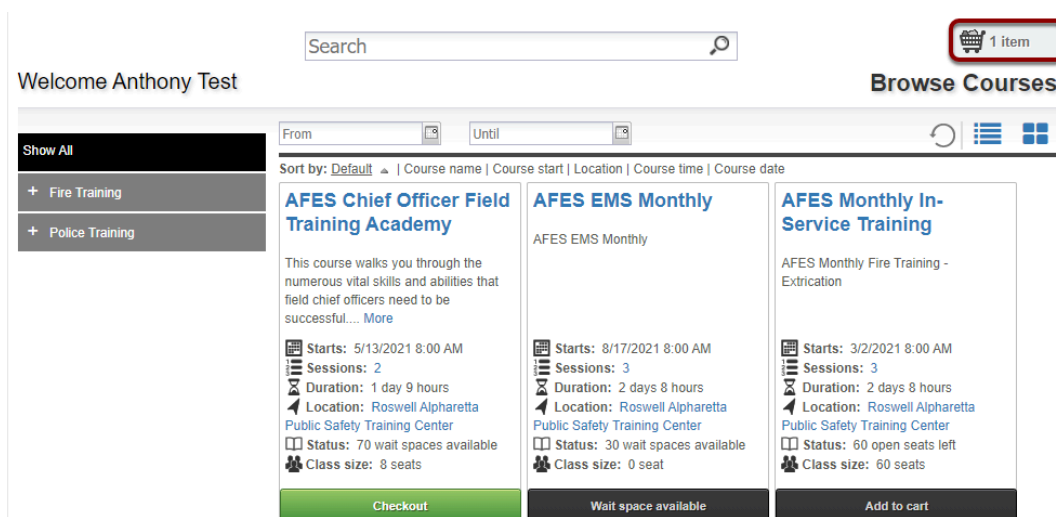


6) Here is the courses information page. You can see more information about the course here.



- 1) The top area shows some social media links where you can share this course with others. It also has the path you took to get here in case you want to go back. You can see the Course Number and the name of the course.
- 2) This area shows a description of the course
- 3) This area shows the contact, credits, location and any visual icon for the course if any.
- 4) Dates and Times shows additional information including when the course starts and the sessions of the course or whether this is an online course.
- 5) Instructors shows the instructors that will be instructing the course, including a bio if they have one.
- 6) This area is where you can add the course to your cart by clicking "Add to Cart". You will also have to mark required information here including pre-requisites or materials.

7) You can continue adding courses to your cart, or click on the cart to see what is in there.



Welcome Anthony Test Browse Courses

Search

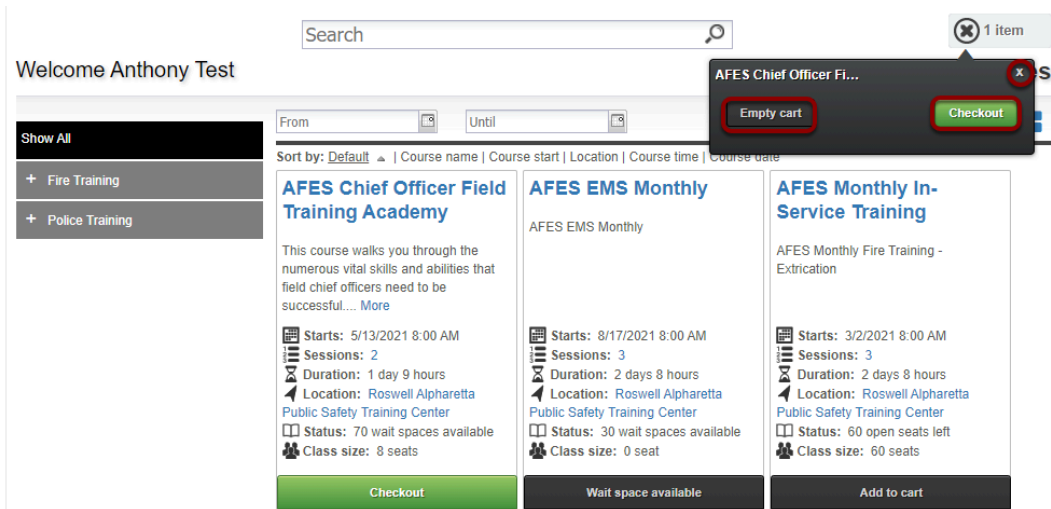
From Until

Sort by: Default | Course name | Course start | Location | Course time | Course date

Course Name	Starts	Sessions	Duration	Location	Status	Class size	Action
AFES Chief Officer Field Training Academy This course walks you through the numerous vital skills and abilities that field chief officers need to be successful... More	5/13/2021 8:00 AM	2	1 day 9 hours	Roswell Alpharetta Public Safety Training Center	70 wait spaces available	8 seats	Checkout
AFES EMS Monthly AFES EMS Monthly	8/17/2021 8:00 AM	3	2 days 8 hours	Roswell Alpharetta Public Safety Training Center	30 wait spaces available	0 seat	Wait space available
AFES Monthly In-Service Training AFES Monthly Fire Training - Extrication	3/2/2021 8:00 AM	3	2 days 8 hours	Roswell Alpharetta Public Safety Training Center	60 open seats left	60 seats	Add to cart

8) After clicking on your cart you can see what is inside of it and the total price. You can also delete the items by clicking the "X" or "Empty Cart". To continue click on

"Checkout".



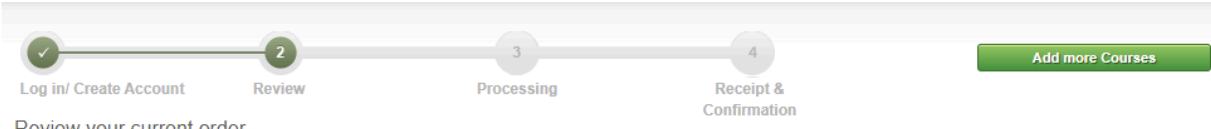
The screenshot displays the GoSignMeUp checkout interface. At the top, a search bar is visible. Below it, the user is greeted with "Welcome Anthony Test". A navigation menu on the left includes "Show All", "Fire Training", and "Police Training". The main content area features three course listings:

- AFES Chief Officer Field Training Academy**: Starts 5/13/2021 8:00 AM, 2 sessions, 1 day 9 hours duration, Roswell Alpharetta Public Safety Training Center, 70 wait spaces available, 8 seats class size. A green "Checkout" button is present.
- AFES EMS Monthly**: Starts 8/17/2021 8:00 AM, 3 sessions, 2 days 8 hours duration, Roswell Alpharetta Public Safety Training Center, 30 wait spaces available, 0 seat class size. A "Wait space available" button is present.
- AFES Monthly In-Service Training**: Starts 3/2/2021 8:00 AM, 3 sessions, 2 days 8 hours duration, Roswell Alpharetta Public Safety Training Center, 60 open seats left, 60 seats class size. An "Add to cart" button is present.

A dark overlay at the top right shows a cart with "1 item" and a "Checkout" button. A tooltip for the first course also shows "Empty cart" and "Checkout" buttons.

9) When you continue you will be taken to the Checkout section. In the Review area you can review all the items. Make sure it is all correct and click on "Proceed to Next Step".

Welcome Anthony Test



Review your current order

Course Name	Date(s)	Time(s)
AFES Chief Officer Field Training Academy - 7601	5/13/2021 5/14/2021	8:00 AM - 5:00 PM 8:00 AM - 5:00 PM

Please provide any special needs.

100 characters remaining

[Proceed to Next Step](#)

Please answer any of the required questions/pre-requisite requests before you proceed. *Note if there is no payment required, this will enroll you in the course.

10) You are now registered! You will be taken to the order confirmation page where you can print this for your records.



Welcome to the Roswell-Alpharetta Public Safety Training Center

Welcome Anthony Test

Log in/ Create Account Review Processing Receipt & Confirmation

At least one course in the order is wait listed. See details below.

Order Receipt

Enrollment Details:
Date: 2/22/2021
Registration number: CNCX232R9345646
Username: anthony@gosignmeup.com

Participant Information:
Anthony Test
NA, N/A, 11111
anthony@gosignmeup.com
(555) 555-5555

Order Details

Course name	Dates	Status
AFES Chief Officer Field Training Academy	5/13/2021 8:00 AM - 5:00 PM 5/14/2021 8:00 AM - 5:00 PM	On Waiting List

[Print Receipt](#)

[Continue Shopping for Courses](#) [Back To User Home](#)

You will also get a confirmation email sent to you.