

Course Registration Tool

HOME PA PROGRAM RESOURCES GENERAL RESOURCES EDUCATION/TRAINING NEWS & EVENTS BOF CENTER

Course Registration Checkout

STEP 1: CONTACT INFO

STEP 2: PARTICIPANT INFO

STEP 3: REVIEW ORDER

STEP 4: COMPLETE

You are registering for:

ESM: Environmentally Sensitive Maintenance Training

- Wednesday, Jul 12, 2023 to Thursday, Jul 13, 2023
(Northampton County)
- Location: Best Western Lehigh Valley Hotel & Conference Center, 300 Gateway Drive, Bethlehem PA, 18017-9076
Instructor: Wade Brown and Eric Nevel

Contact Info:

Please fill out the information for **primary contact person** for this registration.

Payment for any applicable participants will be determined on step 3. You will be able to add multiple participants in one order.

Affiliation:

Dirt Gravel and Low
Volume Road Program

WEBINAR
6/22/23
Starts 9am

CDGRS

Amy Pifer

alp90@psu.edu

Mindi Suhy

mjs60@psu.edu

Ken Corradini

kjcl39@psu.edu



If you are reading this, then you are successfully seeing the webinar video. Webinar audio should be automatic through your computer (or click “join audio”), and options can be accessed in the “audio options” button on the bottom left. If your computer audio is not working, you can listen on your phone by dialing 312-626-6799.

Course Registration Tool

Purpose

Create a simple registration tool for all courses the Center offers.

Can register multiple attendees at once.

No individual login required.

Future ESMs are available now.



Affiliation:

Affiliation Type

Please Select

Primary Contact Person:

Contact Person Full Name *(Required)*

Contact Email *(Required)*

Contact Phone

Address Line 1 *(Required)*

Course Registration Tool

- **Background and Status**
- Demonstration
- Moving Forward

Affiliation:

Affiliation Type

Please Select

Primary Contact Person:

Contact Person Full Name *(Required)*

Contact Email *(Required)*

Contact Phone

Address Line 1 *(Required)*



Registrations before this tool:

- CVENT used for Workshop and ESMs
- Emails and phone for Admin trainings, etc
- Zoom for Stream Crossing Trainings

Personal Information
Fill out the information below, then click Next to continue.

* First Name * Middle Name * Last Name

* Email Address

Mobile

	A	B	C	D	E	F	G	H	I	
1		Registration Report - DGLVR Stream Crossing Replacement Certification Training - NC Region - Potter Co.								
2		Report Generated 4/28/2022 18:08								
3		Topic	Webinar ID	Scheduled Time	Duration (r#	Registere#	Cancellec#	Approvec#	Denied	
4		DGLVR Stream Cr	913 9123 5334	8/16/2022 9:00	180	19	1	17	2	
5		Attendee Details								
6		ID	First Name	Last Name	Email	Address	City	/Postal Coate/Provin	Phone	Organ
7										
8										
9										
10										

INCONSISTENT COURSE MANAGEMENT

- **Who took what?**
 - No single database for course tracking
- **Am I still certified?**
 - No reliable method to quickly determine who is certified
- **When am I getting my certificate?**
 - No quick way to print certificates
- **Who is handling what registration for what course?**
 - No dedicated course registration manager

ACCESS AVAILABLE COURSES:

1. Navigate to the class course page
2. Click the “*Register Here*” button
3. Find the course you want to register for and click its “*Register for this course*” button.

In-Person ESM Training Registration

ESM Training is available at **no cost** to representatives of any public agency involved in the Pennsylvania's Dirt Gravel, and Low Volume Road Program. All other interested parties are invited to attend for a fee. Cutoff date for registration will be Monday of the week of the training. Hotel block is held until 30 days prior to the training date. Register via the button below.

If you have any questions, please call Amy Pifer at 814-865-5355 for registration information and fees.

No fax, snail mail or call-in registrations will be accepted! A limited number of openings are available; please register as soon as possible. The center reserves the right to cancel should attendance fall below 30.

Register Here

Course Registration

Home » Course Registration

Welcome to the CDGRS Course Registration Portal.

Upcoming Courses

All course types ESM (6)

ESM: Environmentally Sensitive Maintenance Training

- Wednesday, Nov 15, 2023 to Thursday, Nov 16, 2023 (Jefferson County)
- Location: Bellamauro Social Hall, 1017 Reynoldsville-Falls Creek Road, Reynoldsville PA, 15851
Instructor: Eric Nevel and Maria Dreese
- This is a 2 day course. Registrants must attend both days to receive credit for this course.

Register for this course

ESM: Environmentally Sensitive Maintenance Training

- Wednesday, Oct 25, 2023 to Thursday, Oct 26, 2023 (Montour County)
- Location: Pine Barn Inn, 1 Pine Barn Pl, Danville PA, 17821
Instructor: Tim Ziegler and Dave Creamer
- This is a 2 day course. Registrants must attend both days to receive credit for this course.

Register for this course

ESM: Environmentally Sensitive Maintenance Training

- Tuesday, Oct 10, 2023 to Wednesday, Oct 11, 2023 (Warren County)
- Location: Warren County Conservation District, 4000 Conewango Avenue, Warren PA, 16365
Instructor: Eric Nevel and Wade Brown
- This is a 2 day course. Registrants must attend both days to receive credit for this course.

Register for this course

ESM: Environmentally Sensitive Maintenance Training

- Wednesday, Sep 6, 2023 to Thursday, Sep 7, 2023 (Tioga County)
- Location: Deane's Center for Performing Arts, 104 Main Street, Wellsboro PA, 16901
Instructor: Tim Ziegler and Wade Brown

Register for this course

COURSE REGISTRATION CHECKOUT:

1. Set the Affiliation and Contact Info
 - One person can register multiple people
2. Add the participants
3. Review your order
4. Complete the checkout

Course Registration Checkout

STEP 1: CONTACT INFO

STEP 2: PARTICIPANT INFO

STEP 3: REVIEW ORDER

STEP 4: COMPLETE

You are registering for:

ESM: Environmentally Sensitive Maintenance Training

- Wednesday, Nov 15, 2023 to Thursday, Nov 16, 2023 (Jefferson County)
- Location: Bellamauro Social Hall, 1017 Reynoldsville-Falls Creek Road, Reynoldsville PA, 15851
Instructor: Eric Nevel and Maria Drees

Contact Info:

Please fill out the information for **primary contact person** for this registration.

Payment for any applicable participants will be determined on step 3. You will be able to add multiple participants in one order.

Affiliation:

Affiliation Type

Please Select

Primary Contact Person:

Contact Person Full Name *(Required)*

Contact Email *(Required)*

Contact Phone

STEP 1: CONTACT INFO

1. Select the Affiliation Type

- If you are any other government entity other than what is provided, choose “Other Government Entity”

2. Complete information for the Primary Contact Person

- This person will be the sole contact for all participants registered by that contact person
- Note that all participants registered under the Contact Person will be assigned the same Affiliation as the Contact Person
- Contact People registering multiple people from different Affiliations must place individual orders for each Affiliation

Affiliation:

Affiliation Type

Please Select

Please Select

Conservation District

Municipality

Bureau of Forestry

Center for Dirt and Gravel Road Studies

Private

Other Government Entities

Primary Contact Person:

Contact Person Full Name *(Required)*

Contact Email *(Required)*

Contact Phone

Address Line 1 *(Required)*

Address Line 2

City

State

Zip Code

PA

Continue

STEP 2: PARTICIPANT INFO:

1. Search by name, email, registrant id
 - If the participant has ever taken a course through CDGRS, they should exist in this database.
2. Can also register new participants
3. Added participants will appear in the Current Participants list.
 - If you are the primary contact person, you still need to add yourself as a participant

A) Search by last name, full name, email, or registrant ID (Required)

CORRADI

19480: Kenneth J Corradini (kjc13@psu.edu)

Current Participants

ID	Name	Organization	Email	
19480	Kenneth J Corradini	Center for Dirt & Gravel Road Studies	kjc13@psu.edu	✖

Continue

Register a new Participant

First, please search the CDGRS database in the first part of this step to link an existing participant. Only use this form if you are certain the participant has never taken a class with CDGRS.

Prefix First Name *(Required)* Middle Name Last Name *(Required)* Suffix

Professional Suffix (optional) Nickname (optional)

Organization *(Required)* Job Title *(Required)*

Address Line 1 *(Required)* Address Line 2

City *(Required)* State *(Required)* Zip Code *(Required)*

Phone Number Email

Save New Participant

STEP 3: Review Your Order:

1. Review all information and added participants for accuracy. Simply click browser's "Back" button to go back and make any changes
2. Add any additional information/special accommodations then click "Complete Checkout"

Additional Information:

Special accommodations:

i.e. Peanut/Treenut allergies, need wheelchair access, etc.

Please indicate in the text area above any special accommodations your participant(s) we should prepare for, including accessibility, mobility, and dietary needs.

Complete Checkout

Review Your Order:

Please confirm all of the details of your registration below. If anything looks incorrect, click the Step 1 and Step 2 tabs to go back and make changes.

When ready, press the complete checkout button.

If your order requires payment, you will be redirected to our payment portal. After completing payment, you will return to this page.

You are registering for:

ESM: Environmentally Sensitive Maintenance Training

- Wednesday, Nov 15, 2023 to Thursday, Nov 16, 2023 (Jefferson County)
- Location: Bellamauro Social Hall, 1017 Reynoldsville Falls Creek Road, Reynoldsville PA, 15851
Instructor: Eric Nevel and Maria Dreese

Contact Information:

Affiliation	Primary Contact
Type: Center for Dirt and Gravel Road Studies Organization Name:	Kenneth J Corradini kjc139@psu.edu 814-865-6966 222 Transportation Research Building University Park, PA 16808

Participant Information:

ID	Name	Organization	Email
19480	Kenneth J Corradini	Center for Dirt & Gravel Road Studies	kjc13@psu.edu

STEP 4: Order Complete:

- The Primary Contact will receive an email confirming their registration order
- The order will remain in “Processing” until Amy or Mindi reviews and confirms the order
- Once confirmed, the Primary Contact will receive a notification email

ESM Course Registration

Order ID #2

Submission date: June 21, 2023 at 10:59 AM

Please note: Your order is not yet confirmed.
Please wait for a confirmation email or an email from admin at CDGRS.

Course Information:

Environmentally Sensitive Maintenance Training

- Class ID: **3067**
- Wednesday, Nov 15, 2023 to Thursday, Nov 16, 2023 (Jefferson County)
- Location: Bellamauro Social Hall, 1017 Reynoldsville-Falls Creek Road, Reynoldsville PA, 15851
- Instructor: Eric Nevel and Maria Dreese

Order Complete:

Thank you for your registration!

Your submission is now **processing**. You will receive an email when your registration is confirmed. If we have any questions, we will contact you using the contact information you provided in step 1.

[Click here to return to the home page.](#)

GIS Project Sketches

- Background and Status
- **Demonstration**
- Moving Forward

Affiliation:

Affiliation Type

Please Select

Primary Contact Person:

Contact Person Full Name *(Required)*

Contact Email *(Required)*

Contact Phone

Address Line 1 *(Required)*



GIS Project Sketches

- Background and Status
- Demonstration
- **Moving Forward**

Affiliation:

Affiliation Type

Please Select

Primary Contact Person:

Contact Person Full Name *(Required)*

Contact Email *(Required)*

Contact Phone

Address Line 1 *(Required)*



Moving Forward

- Addition of a search functionality to quickly determine ESM eligibility
 - Both on the website and in the GIS Mapper
- Addition of a simple viewer to see what courses a user has taken
 - This already occurs with the ESM pdf
 - It will not contain information such as addresses, phone numbers, email, etc.
 - Future webinar will address this once this is enabled
- All future course Certificates will have the Registrant ID printed.
- Payment capabilities will be added for Workshop, ESM courses.

Moving Forward: District Responsibilities

- Reach out to your municipalities and inform them about the new registration system
- Create a “quick guide” custom to your District with information/tips on how to register
 - This presentation will be available for download after the webinar
 - The Center will also have a “quick guide” available for download
- Have your municipalities contact Amy and Mindi for registration assistance

Moving Forward

- **Registration open Friday 6/23, but understand we are still refining. For help, please contact Amy and Mindi at DGregistration@psu.edu**
- **If you have not emailed Amy and Mindi to register for an upcoming ESM, use the registration tool. Otherwise, you are already registered for that particular ESM course.**
- **Give us feedback on glitches or suggestions**

Moving Forward

- **For the remainder of 2023, only the ESM and potential Admin courses will use this new registration system.**
 - The Workshop and Municipality day will use CVENT because the payment system is still in development
 - The remaining Stream Crossing Trainings are just about full so they will continue with the Zoom registration
- **ALL courses will use the new registration system beginning 2024**