

How do I... cancel a Shoebox Registration ????

If your schedule changes after registering for an event, please be considerate of those who may be on a waiting list and cancel the registration so your spot will become available. Once events are full, no one else may enroll.

1. To quickly navigate to the esc_web site (Shoebox), simply click on the **Technology Tidbits** link located on our district website, then click on the **Shoebox Link** located near the top of the Technology Tidbits web page.



2. **Sign In** on the left side of the esc_web home page.

NOTE: Marion School District events are considered "*Private*" events therefore searching the Shoebox catalog will not reveal any MSD events. The event# that is provided by your principal or event facilitator is necessary in order to navigate to, and register for our events.

Shoebox Event #'s are now being included on the District Calendar located on your FirstClass Desktop and the district website.



- Once into your esc_works/Shoebox, click on "Registration History". On this page will be a summary of all events you are currently registered in.
- Notice beneath each event there are 3 options: Change, Cancel Registration and Print Confirmation.
- Click **Cancel Registration**

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Shoebox: Registration History JANICE'S CART: 0 items

Display my upcoming events.
 Display my past events.

Displaying record 1 - 1 of 1.

Session ID	Title	Date
99383	Marion School District - TECH - How to Use RealeWriter This workshop will help participants increase their understanding of the RealeWriter ("Really Writer") software. Participants will have the opportunity to apply their knowledge to create picture books for their classrooms and share them in the Avondale online library. ... Change Cancel Registration Print Confirmation	8/5/2009

Please, click here to cancel your registration in a particular workshop

- To finalize the cancellation you have two more clicks to make.

Arkansas Education Service Cooperative

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Shoebox: Registration History - Cancel Registration JANICE'S CART: 0 items

This is the registration cancellation page. Please read the message below before continuing.

You are currently registered for:

Marion School District - TECH - How to Use RealeWriter
This workshop will help participants increase their understanding of the RealeWriter ("Really Writer") software. Participants will have the opportunity to apply their knowledge to create picture books for their classrooms and share them in the Avondale online library. Participants will also explore the other RealeWriter Libraries online.
This workshop will be a "make and take" session where participants will be actively involved in creating and sharing book ideas with each other.
Please bring any pictures (on your flashdrive) and ideas for class books.

Session Id: 99383
Fee: \$0.00
Start Date: Wednesday, August 5, 2009 at 8:30 AM
Location: Crowleys Ridge Educational Cooperative, Marion School District, Avondale Classroom

By clicking on 'Cancel Registration', you will be removed from the session listed. Depending on your payment status, and the number of days before this session, you may be eligible for a refund. For more information on receiving a refund, please contact your Arkansas Education Service Cooperative Registration Services.

You must click "Cancel Registration" on this page to activate the cancellation

- You will receive a registration cancellation confirmation email once you have made this second click.

Windows Internet Explorer

Click OK to be removed from the session listed.

OK Cancel