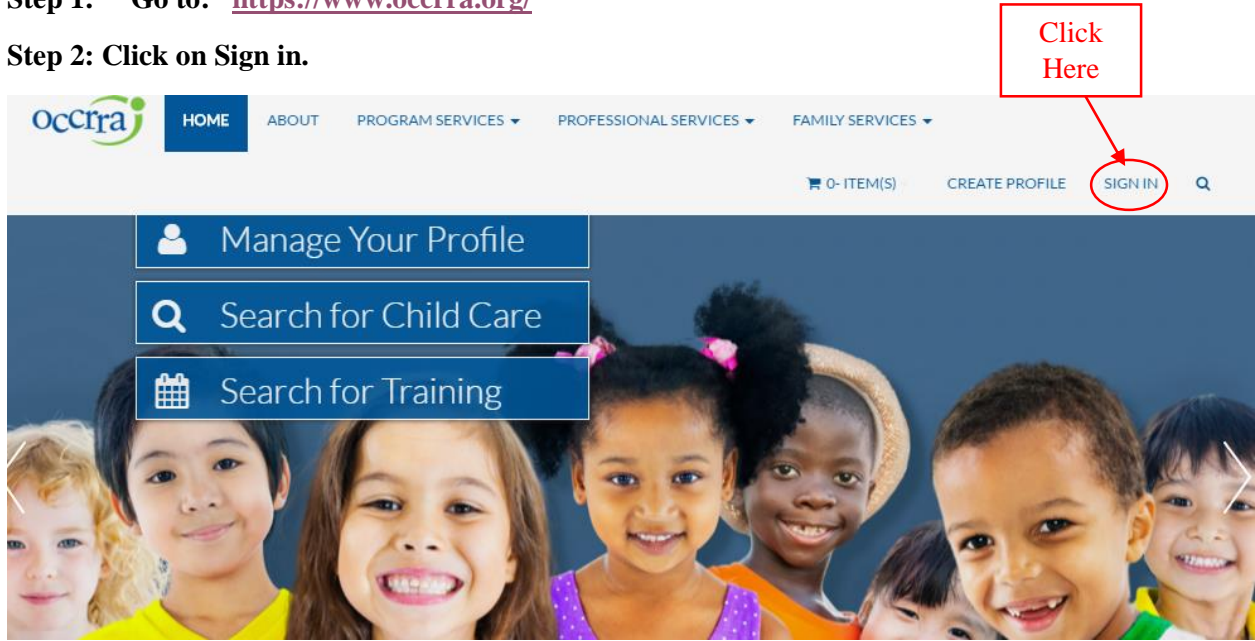


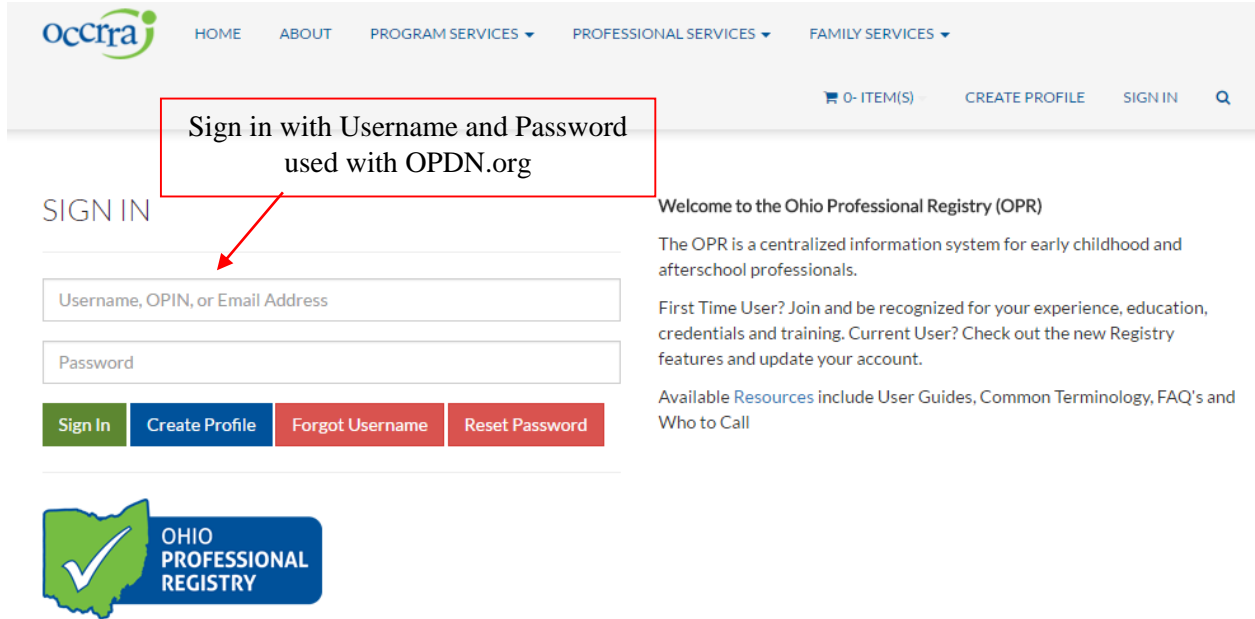
# Signing up for a Training with the ST#

Step 1: Go to: <https://www.occrra.org/>

Step 2: Click on Sign in.



Step 3:



#### Step 4: Click on Find Trainings

Occrra | HOME | ABOUT | PROGRAM SERVICES | PROFESSIONAL SERVICES | FAMILY SERVICES

0- ITEM(S) | JESSICA W

Registry Profile  
Applications  
Order History  
Find Training  
Sign Out

**No Photo**

JESSICA W

Level I - 17.16 Points

Edit / View Registry Profile | Find Training | Sign Out

GENERAL INFORMATION

OPIN

#### Step 5: Enter ST# followed by the numbers

Occrra | HOME | ABOUT | PROGRAM SERVICES | PROFESSIONAL SERVICES | FAMILY SERVICES

0- ITEM(S) | JESSICA W

**Color Key**

- Already Registered
- Unable to Register
- Able to Register
- Waitlist Available

APR 25 8:30 AM

Before Assessment: Observation

YWCA Northwest Ohio | Register by Apr 23, 2016

Free Event | More Information

Approval(s): SUTQ SUTQ | 0 Seats Left

### SEARCH TRAININGS

Title or Training ID: ST#10045981

From Date: 04/25/2016 | To Date: 05/25/2016

Filter by Counties?

Show Advanced Options

Show Filter Options

Reset | Search

## Step 6: Click Add to Cart

The screenshot shows the Occrra website header with navigation links: HOME, ABOUT, PROGRAM SERVICES, PROFESSIONAL SERVICES, and FAMILY SERVICES. A shopping cart icon indicates 0-ITEM(S). The user is logged in as JESSICA W. The main content area features a sidebar with 'Training Details' and 'Back to Results' buttons. The event title is 'DEFINING QUALITY WITH THE BUSINESS ADMINISTRATION SCALE (BAS)'. The event description states: 'Ohio Ready to Learn Phase One - Standardized Training. This workshop explains the rationale for the Business Administration Scale and describes its use as a professional development tool. Specific items are examined in the scale, with special focus on the #5 "Good" indicators. Participants will be able to consider upgrading policies and procedures in their early'. On the right, a 'Total Event Fees' box shows 'Free' and a green 'Add to Cart +' button. A red box labeled 'Click' points to the 'Add to Cart +' button.

## Step 7: Items(s)

The screenshot shows the Occrra website header with navigation links: HOME, ABOUT, PROGRAM SERVICES, PROFESSIONAL SERVICES, and FAMILY SERVICES. A shopping cart icon indicates 1-ITEM(S). The user is logged in as JESSICA W. The main content area features a sidebar with 'Training Details' and 'Back to Results' buttons. The event title is 'DEFINING QUALITY WITH THE BUSINESS ADMINISTRATION SCALE (BAS)'. The event description states: 'Ohio Ready to Learn Phase One - Standardized Training. This workshop explains the rationale for the Business Administration Scale and describes its use as a professional development tool. Specific items are examined in the scale, with special focus on the #5 "Good" indicators. Participants will'. On the right, a 'Total Event Fees' box shows 'Free' and a red 'Remove from Cart +' button. A red box labeled 'Click' points to the 'Remove from Cart +' button.

## Step 8: Click View Cart

The screenshot shows the Occrra website header with navigation links: HOME, ABOUT, PROGRAM SERVICES, PROFESSIONAL SERVICES, and FAMILY SERVICES. A shopping cart icon indicates 1-ITEM(S). The user is logged in as JESSICA W. The main content area features a sidebar with 'Training Details' and 'Back to Results' buttons. The event title is 'DEFINING QUALITY WITH THE BUSINESS ADMINISTRATION SCALE (BAS)'. The event description states: 'Ohio Ready to Learn Phase One - Standardized Training. This workshop explains the rationale for the Business Administration Scale and describes its use as a professional development tool. Specific items are examined in the scale, with special focus on the #5 "Good" indicators. Participants will'. A blue cart overlay is visible, showing the item 'DEFINING QUALITY WITH THE BUSIN...' for '\$0.00' and a 'VIEW CART' button. A red box labeled 'Click' points to the 'VIEW CART' button. The 'Total Event Fees' box on the right shows 'Free' and a red 'Remove from Cart +' button.

## Step 9: Click check out

occrra HOME ABOUT PROGRAM SERVICES PROFESSIONAL SERVICES FAMILY SERVICES

1- ITEM(S) JESSICA W

### SHOPPING CART

Your reservation for Defining Quality with the Business Administration Scale (BAS) will expire in 11 minutes and 46 seconds

Cart Items [+ Add Coupon](#)

Show 10 entries Search:

Product Name	Registrant OPIN	Date	Cost	
Defining Quality with the Business Administration Scale (BAS)	11147446	05/09/2016 6:30 PM	0.00	<a href="#">x Remove</a>

Showing 1 to 1 of 1 entries Previous 1 Next

Total \$0 [Checkout](#) **Click**

## Step 10: You have successfully signed up for the class if you see this. You may sign out now.

occrra HOME ABOUT PROGRAM SERVICES PROFESSIONAL SERVICES FAMILY SERVICES

0- ITEM(S) JESSICA W

### ORDER COMPLETE

Congratulations! Your order has been placed successfully.

An email containing your payment information and registration information will be arriving shortly

If you do not see the email in your inbox, please check your spam filter.