HOW TO COMPLETE THE ONLINE WORKSHOP PARTICIPANT FORM

1. USING THE ONLINE PARTICIPANT INFORMATION FORM:

- We recognize that the completing the Online Participant Information Form is not always an option due to timing and location of the workshop.
- When it is an option and internet is available, we ask that you have participants complete this at the beginning of the workshop.
- **There are two methods to complete workshop data online: For New PLT Users and for Returning PLT users.**

Online for New PLT Users

If the participant is new to PLT and does not have a PLT username and login:

1. Go to https://www.plt.org/custom-login/ or plt.org and press 'Login'.
2. Have participant choose the first option on the left that reads "PLT WORKSHOP INFORMATION" and click "Have you attended a PLT workshop training? Please complete this form"

WELCOME TO THE PLT COMMUNITY!

Already have an account?

Username

Password

Login

Forgot your password?

Create an account

Select an option below to get started.

PLT WORKSHOP INFORMATION
Have you attended a PLT workshop training? Please complete this form (you'll then be eligible to apply for a GreenWorks! grant)

RESOURCES FOR PLT ACTIVITIES
Download PLT's Student Pages and access other resources.

FREE PLT CURRICULUM

GREENSCHOOLS

3. Participants will be asked to enter in their email address. If there is already an account for that user, they will be asked to login. If this is the case, follow the next method "For Returning PLT Users". Otherwise, they should be brought to the next page titled INFORMATION.

NOTE: Encourage participants to use a permanent email address (e.g. Gmail) vs. an email address that might change (e.g. student's college email address). Their email address is their Username in our system, and that (plus their password) is what an individual will always use to login to access the Student Pages, resources for PLT lessons, and more in our system.

PLT is an initiative of SFI

4. Ask participants to complete the form as follows. Please note: this data is for PLT National to evaluate the reach of PLT and will not be used to spam participants in any way.

5. Enter your demographic information (name, organization, address, position, subjects, and student demographic).

INFORMATION

Email:*

info@sfiprogram.org

First Name:*

Last Name:*

Organization Name:*

Address1:*

My position is (check all that apply)?*
- ☐ Elementary school teacher
- ☐ Middle school teacher
- ☐ High school teacher
- ☐ School administrator
- ☐ Early childhood educator
- ☐ Home school educator
- ☐ Nonformal educator (e.g. nature center staff)
- ☐ Youth group leader (e.g. Scouts, 4-H)
- ☐ College or univ faculty (for teacher prep programs)
- ☐ College or univ faculty (for other programs)
- ☐ College student (in teacher preparation program)
- ☐ College student (in other programs)
- ☐ Natural resource professional
- ☐ Tree Farmer or landowner
- ☐ Other (specify, if any)

In what subjects will you use PLT (check all that apply)?*
- ☐ Science
- ☐ Social Studies
- ☐ Mathematics
- ☐ Reading
- ☐ Language Arts
- ☐ Visual Arts
- ☐ Special Education
- ☐ Performing Arts
- ☐ Physical Education
- ☐ Other (specify, if any)

How did you learn about PLT (check all that apply)?*
- ☐ Colleague
- ☐ School Administrator
- ☐ Conference
- ☐ Social Media
- ☐ Online Research
- ☐ Webinar
- ☐ Advertisement
- ☐ Professional Organization
- ☐ Newspaper/TV/radio
- ☐ Journal/publication/newsletter
- ☐ Other (specify, if any)

What is the primary demographic for your students?*
- ○ Urban ○ Suburban ○ Rural

How many students do you reach in typical year?

6. Following the demographic information, please enter the workshop information (date, location, type). Then, **SAVE**, to submit.

WORKSHOP PARTICIPATION INFORMATION

Workshop Date (For multi-day workshops, select the workshop start date):*

Workshop City:*

Country:*

Select Country

State/Province:*

Select State

Type of Professional Development Workshop:*
- ○ Up to a half-day (up to 4 hours)
- ○ One full-day or equivalent (5-8 hours)
- ○ Two full-days or equivalent (9-16 hours total)
- ○ Up to five days (17-30 hours total)
- ○ More than five days (more than 30 hours total)
- ○ College or university course
- ○ Facilitator Training
- ○ Online Workshop
- ○ Online Workshop

[SAVE] [CANCEL]

7. Participants will receive a **confirmation** that looks like this:

Thank you for completing your PLT workshop participant information form.

You have registered your attendance at the following workshop:

Date: 05/21/2019
Location: Washington, DC - District of Columbia, USA
Event: Up to a half-day (up to 4 hours)

We hope you enjoyed your experience!

Complete Your PLT Profile

Create your password and gain access to the Student Pages and a wealth of other resources that support and enhance PLT's lessons.
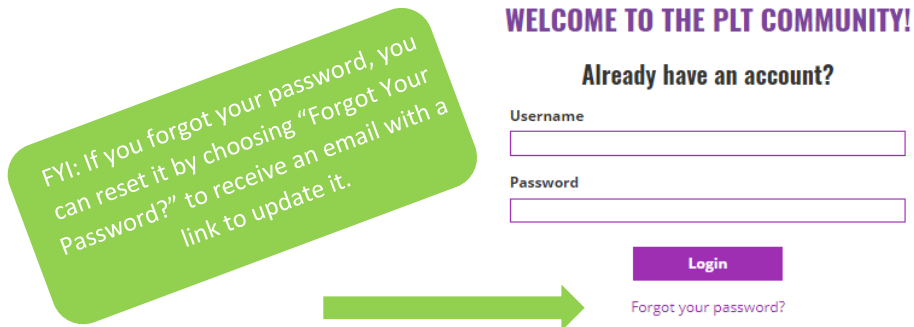
[ACCOUNT HOME]

8. **Before exiting**, facilitators should encourage participants to **"Complete Your PLT Profile",** which will give them access to resources for PLT lessons, PDF copies of the student pages, and more.
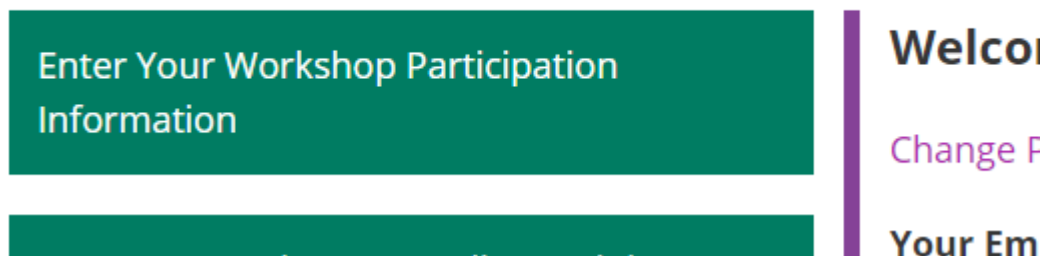
For Returning PLT Users

If the participant is a returning PLT user and already has a PLT username and login:

1. Go to plt.org and select **Login** or go directly to https://www.plt.org/custom-login/

WELCOME TO THE PLT COMMUNITY!

Already have an account?

Username

Password

FYI: If you forgot your password, you can reset it by choosing "Forgot Your Password?" to receive an email with a link to update it.

Login

Forgot your password?

2. Once they login, they will see the account home. On the left side menu, they will see the option to "Enter Your Workshop Participation Information". Please click that link and enter the Workshop Date and Location.

Enter Your Workshop Participation Information

Welco

Change F

Your Em

3. Press **Save** to complete.