ACADEMIC INFORMATION TECHNOLOGY DEPARTMENT

INTRODUCTION TO THE

PALcentre

This document was produced by the
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TORONTO CATHOLIC DISTRICT SCHOOL BOARD

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PALcentre

The TCDSB PALcentre (Professional Accelerated Learning Centre) is a Conference/In-service/ Institute Registration website that allows Board staff to register for upcoming events. It is being launched for the first time for the 'Summer Institutes' event.

This site will also keep track of the Conferences, In-services and Institutes you have attended. At this site, you can see the events for which you have registered and you can cancel your registration if you find you are no longer able to attend. As all information, including completion of the event is attached to the individual, participants must register for themselves. No one can register for you. You can use this site either from any school computer attached to the network or from your home computer with internet access.

Summer Institutes Logo

To Reach the PALcentre:

1. Log on to your computer and start **Internet Explorer**. (Or your web browser from home.)
2. From the Board's Home Page (www.tcdsb.org), click on the Summer Institutes logo.
3. Type in your network **username** and your **password**.
4. Click on the **Login** button.
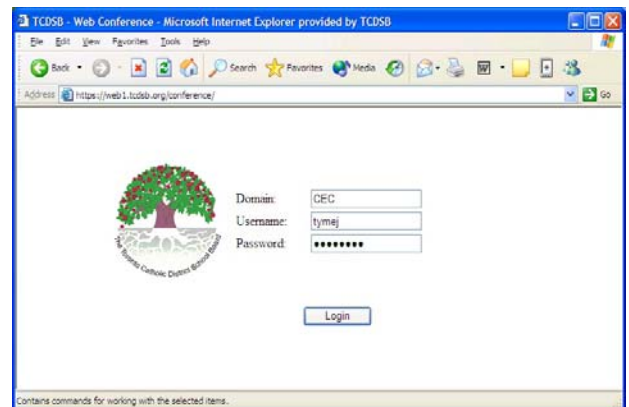
The PALcentre Home Screen:

Web Address

Search

Personal Calendar

Expand Event Category

Personal Subscription

Your Registered Events

Cancel Your Registration

Expand Details

Personal History

To Register for an Event:

1. Click on the **Expand Event Category** button. (The + will change to a **-** and the list of events will appear below the **Category**.)
2. Scroll down the list of categories using the scroll bar for the **Up Coming Events**.
3. Click on the **>>Detail** link to access the event details.
4. Click on the **➔View Detail** link to register.
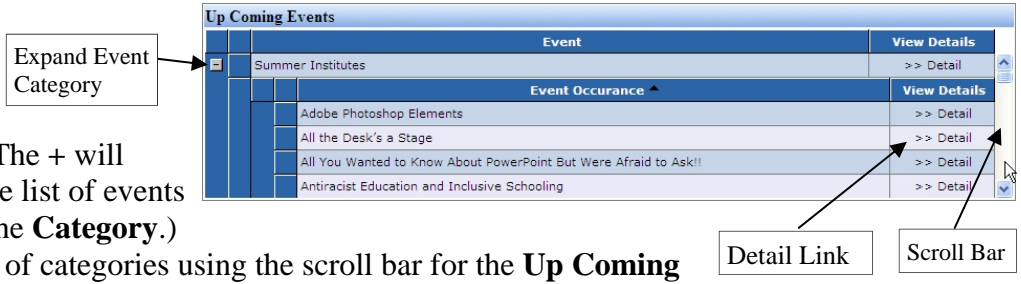
5. If desired, click on the **Details** icon to see more details, i.e. the name of the event leader, or click on the **Map** icon to see a map showing the location of the event.
6. Note the symbols indicating the type of access and the availability of parking.
7. Note the **Seats Remaining**. If this is **0**, you will be placed on a waiting list.
8. Click in the **Select** circle.
9. Click on the **Register** button. (Clicking on **Reset** will remove your selection.)
10. On the next screen, click on the **Confirm** button.
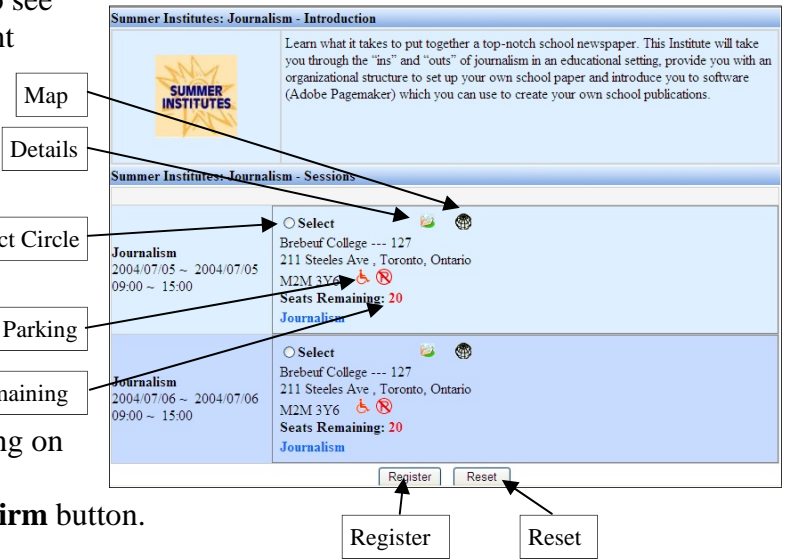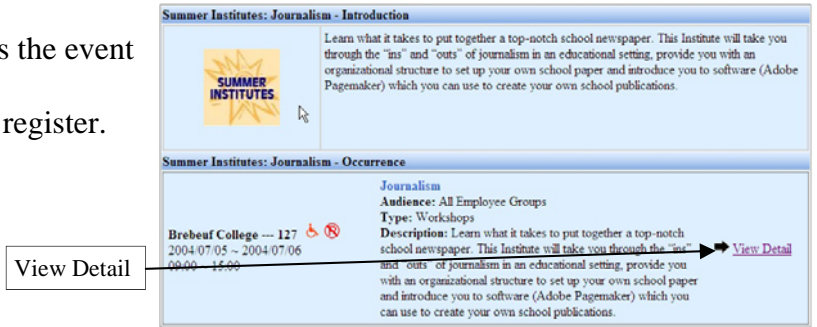
Note: *After registering for an event, you will see an e-mail confirming your registration (or your addition to the waiting list - if a position later becomes available and you are moved from the waiting list to being a registered participant, you will receive an e-mail notifying you of this.).*
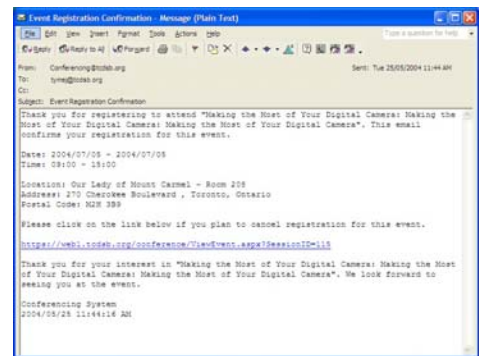
Note: *If you click on the **Details** icon or the **Map** icon, a separate window will open. To close that window, click on the **X** in the upper right corner of the window.*

Note: *If you do not wish to register in this event, click on the **Home** link near the upper right of the screen.*

Note: If you attempt to register for an event that occurs at the same time and date of another event in which you are already registered or for which you are on the waiting list, you will receive a screen that indicates this. Click on the **Cancel** button.
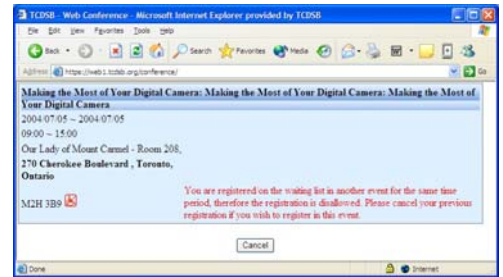
Note: If you register for an event that is full, you can elect to be placed on the **Waiting List**. If you are on the **Waiting List**, please regularly check your Board e-mail. If another registrant cancels, and you are next on the **Waiting List**, you will receive an e-mail telling you that you are now **Registered**.

To Place Yourself on the Waiting List:

1. When you view the final **Details** of an event, you will see the **Enrolment Max**, the **No. Registered**, and the **Seats Remaining**. In the example, there are presently three people on the **Waiting List**.
2. Scroll to the bottom of the screen and click on the **Placed on Waiting List** button.
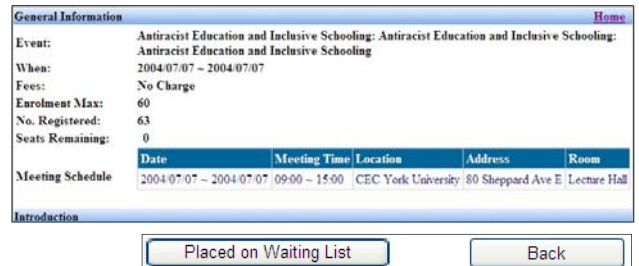
Your Personal Event Calendar

Your Event Calendar will keep a record of the events in which you are registered. You can print this calendar.
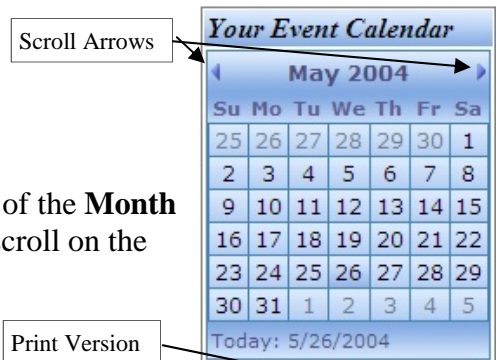
To View and Print Your Event Calendar:

1. From the **Home** screen, use the scroll arrows (to either side of the **Month Year**) and scroll to the desired month. (Note, you can also scroll on the large calendar.)
2. Click on any date within that month, the large calendar will appear.
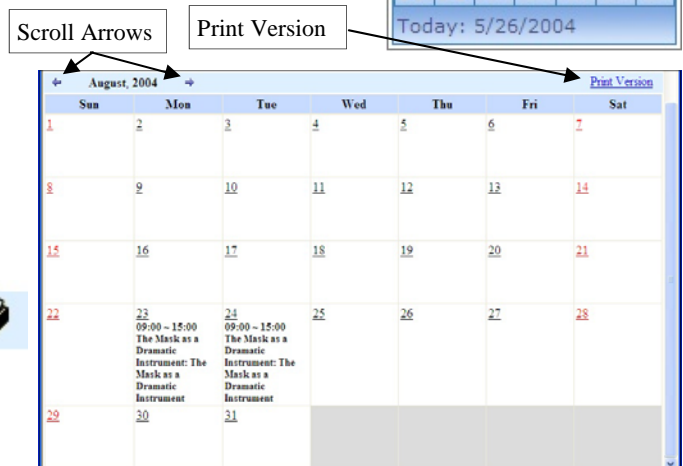
3. To Print the calendar, click on the **Print Version** link.
4. From the **Print Version**, click on the **Printer** icon (near the upper right of the screen).
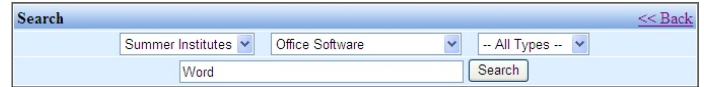
To Search for an Event:
1. From the **Home** screen, type the desired **Search** text in the **Search** box and click on the **Search** button,
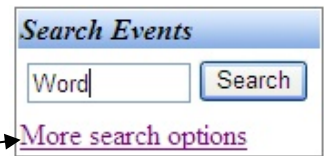
    or
1. Click on **More Search Options** link. Then click on the down arrows to select the **Search Options**, as desired and click on the **Search** button.

2. For the list of events that appears, click on the **Details** for the desired events and register as previously described.

To Cancel a Registration:
1. From the **Home** page, in **Your Registered Events** area, click on the **Red X** in the right column.
2. Scroll to the bottom of the screen and click on the **Cancel Registration** button. (Click on the **Back** button if this is not the event you wish to cancel.)

Or
1. From your Conferencing e-mail for Registration, Notification of Waiting List or Reminder, click on the given link for cancellation. This will take you to the PALcentre. You will be asked for your **Userid** and **Password**. Enter these, click on **Login**. This will take you to the event. Scroll down to click on the **Cancel Registration** button.

To Receive Notification of Upcoming Events:
1. Click on the **Check out more** link at the bottom of your **Subscription** box.
2. In the **User Subscription** window, click on the categories for which you would like notification.
3. Click on Submit.
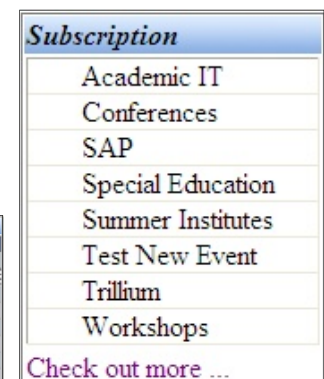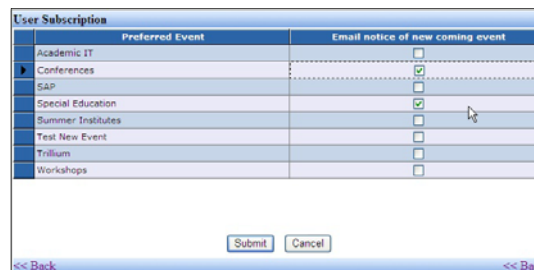
To Log off the Registration Site:
1. Click on the **Logout** button near the top right of the screen.

Things to Remember:
- No one can sign up for events on your behalf.
- Remember to check your e-mail for updates on your registration.
- Remember to cancel your reservation if you can no longer attend the event - this may open a place for someone else.