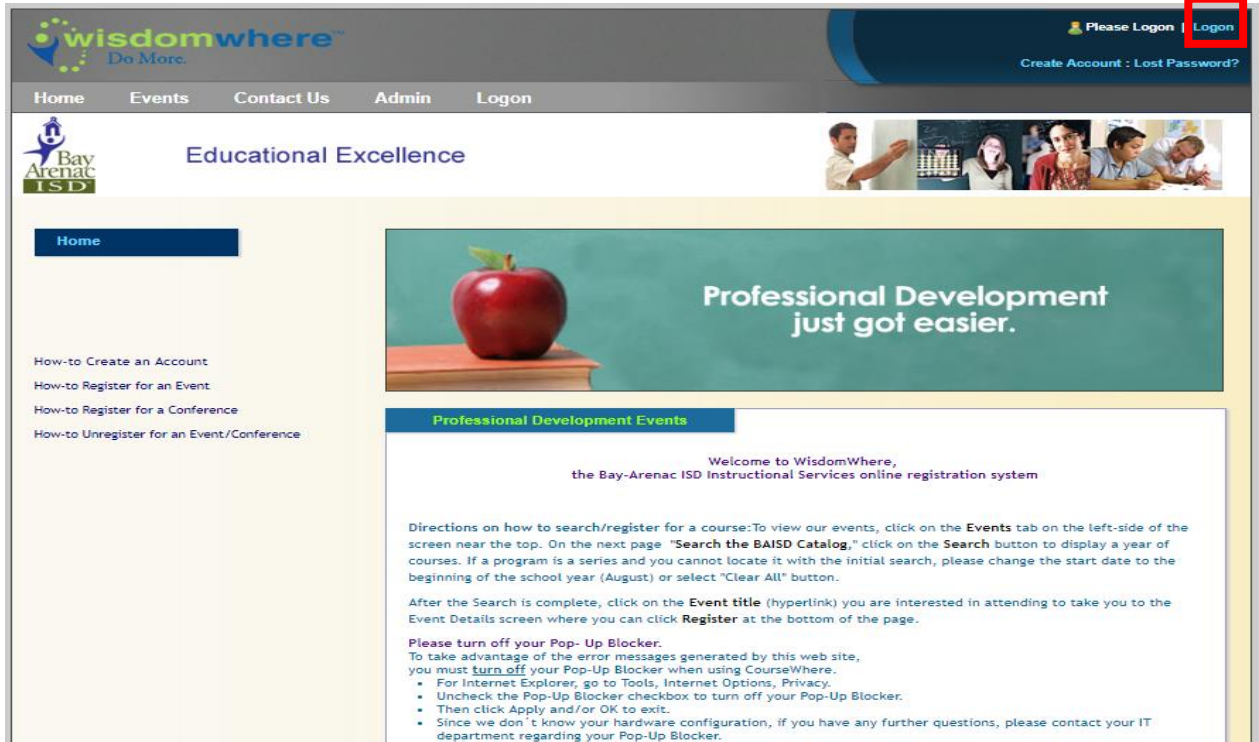


How to Unregister from an Event or Conference

1. Access Wisdomwhere at the following web address:

<https://www.solutionwhere.com/ww/baisd/>

2. Log into your account by clicking on Logon in the upper right-hand corner of the screen.



The screenshot displays the WisdomWhere website interface. At the top right, the "Logon" button is highlighted with a red box. The navigation menu includes "Home", "Events", "Contact Us", "Admin", and "Logon". The main content area features a banner for "Professional Development just got easier." and a section titled "Professional Development Events". The "Logon" button is located in the upper right-hand corner of the screen.

wisdomwhere™
Do More.

Please Logon | **Logon**
Create Account : Lost Password?

Home Events Contact Us Admin Logon

Bay Arenac ISD
Educational Excellence

Home

How-to Create an Account
How-to Register for an Event
How-to Register for a Conference
How-to Unregister for an Event/Conference

Professional Development Events

Welcome to WisdomWhere,
the Bay-Arenac ISD Instructional Services online registration system

Directions on how to search/register for a course: To view our events, click on the **Events** tab on the left-side of the screen near the top. On the next page "Search the BAISD Catalog," click on the **Search** button to display a year of courses. If a program is a series and you cannot locate it with the initial search, please change the start date to the beginning of the school year (August) or select "Clear All" button.

After the Search is complete, click on the **Event title** (hyperlink) you are interested in attending to take you to the Event Details screen where you can click **Register** at the bottom of the page.

Please turn off your Pop-Up Blocker.
To take advantage of the error messages generated by this web site, you must **turn off** your Pop-Up Blocker when using CourseWhere.

- For Internet Explorer, go to Tools, Internet Options, Privacy.
- Uncheck the Pop-Up Blocker checkbox to turn off your Pop-Up Blocker.
- Then click Apply and/or OK to exit.
- Since we don't know your hardware configuration, if you have any further questions, please contact your IT department regarding your Pop-Up Blocker.

3. Add your User ID and Password and click on Logon Button.

wisdomwhere™
Do More.

Please Logon | Logon
Create Account : Lost Password?

Home Events Contact Us Admin Logon

Bay Arenac ISD Educational Excellence

Events
• Locations
• Instructors

How-to Create an Account
How-to Register for an Event
How-to Register for a Conference
How-to Unregister for an Event/Conference

WisdomWhere Logon

Registrant Info
Been Here before?
If you have previously created an ID and Password for this site, please enter them below then click on the Logon button. If you do not remember your user ID and/or password, please type your email address in the "Forgot Your Password?" area below.

Registrant ID:

Password:

Remember Me

Continue Registration

Forgot Your Password?

Enter your email address to retrieve your password. The email address must be the one in the system for this process to work. If you have changed work locations and your email address has changed, please call (989) 667-3280 to obtain assistance.

Email My password

New to this site?
If this is your first time to this site, you will need to create an ID and Password to register for classes you are interested in taking. Click on the button below to create an ID and Password.

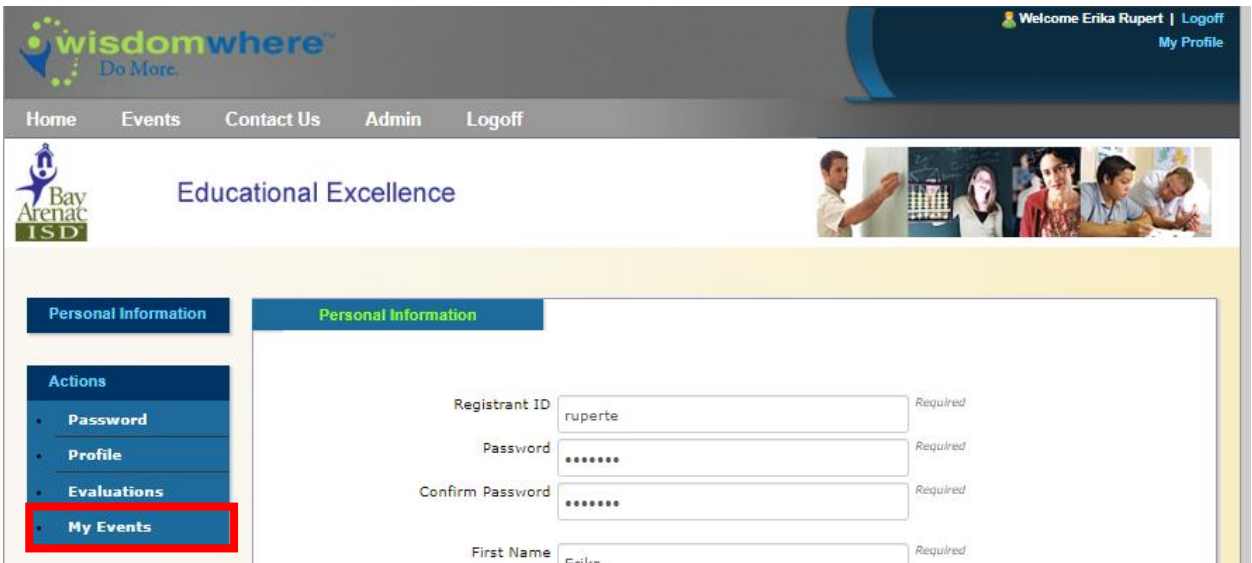
IF YOU ALREADY HAVE AN ACCOUNT ON THIS SITE - DO NOT CREATE ANOTHER ONE!!
If you forgot your ID and Password, please use the Email My ID function below.

Create Account

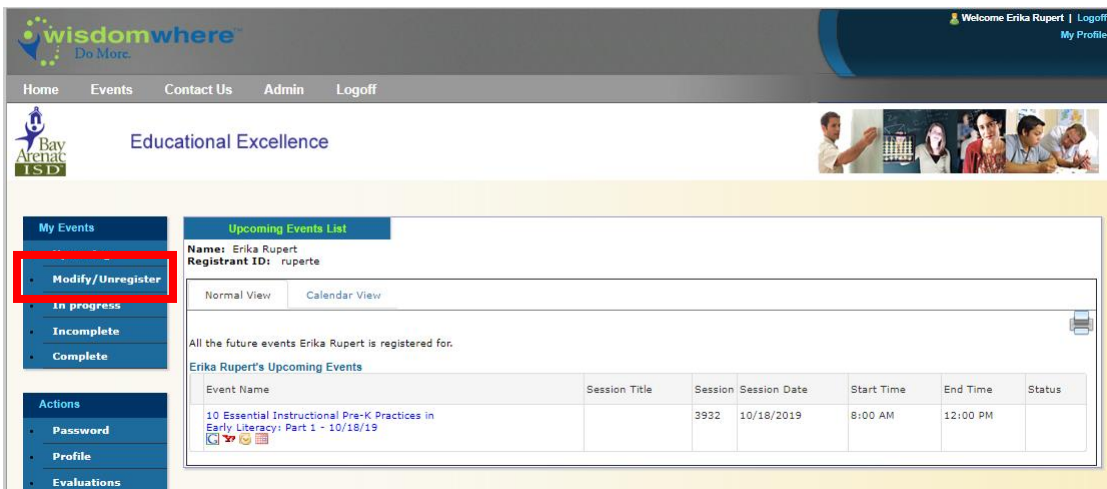
- Click on My Profile located under Logoff at the top of the right-hand side of the screen.



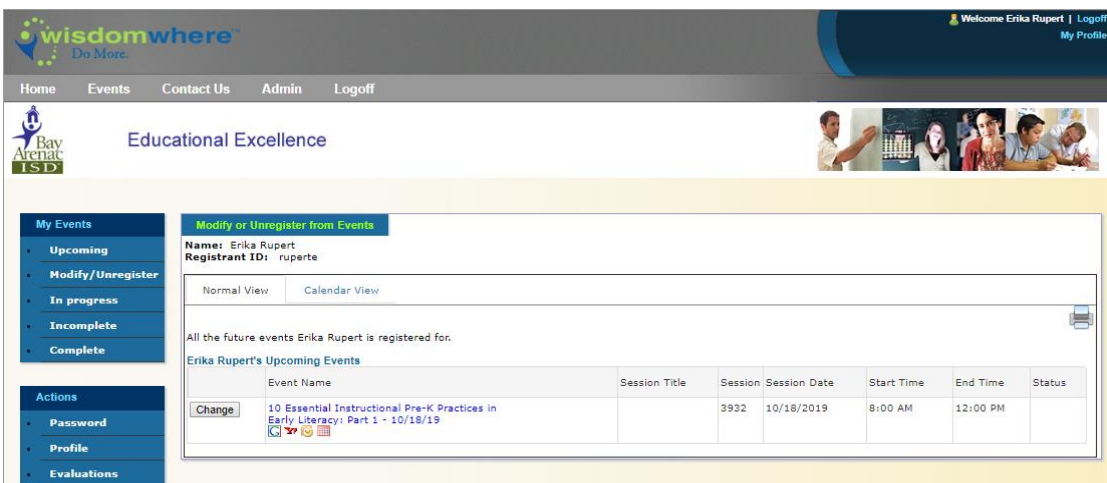
- Select "My Events" in the menu located on the left-side of the screen.



- Select Modify/Unregister option in the menu on the left-side of the screen.



- Click on the Change button next to the course you would like to unregister to attend.



The screen will look a little different if you are unregistering for a conference after selecting Modify/Unregister.

My Events

- Upcoming
- Modify/Unregister
- Inprogress
- Incomplete
- Complete

Actions

- Password
- Profile
- Evaluations

Modify or Unregister from Events

Name: Erika Rupert
Registrant ID: ruperte

Normal View | Calendar View

All the future events Erika Rupert is registered for.

Erika Rupert's Upcoming Events

	Event Name	Session Title	Session	Session Date	Start Time	End Time	Status
Change	C of IDEAS Summit 2017: Enhancing Lives, Creating Community	Registration	3673	11/04/2017	7:30 AM	5:00 PM	
Change	C of IDEAS Summit 2017: Enhancing Lives, Creating Community	The Motivation Breakthrough: Turning on the Tuned-Out Child	3672	11/04/2017	9:00 AM	11:00 AM	
Change	C of IDEAS Summit 2017: Enhancing Lives, Creating Community	Morning Sessions 11:15 am -12:15 pm	3675	11/04/2017	11:15 AM	12:15 PM	
Change	C of IDEAS Summit 2017: Enhancing Lives, Creating Community	Strand B: 1. 60 Tips in 60 Minutes	3719	11/04/2017	11:15 AM	12:15 PM	
Change	C of IDEAS Summit 2017: Enhancing Lives, Creating Community	Early Afternoon Sessions 1:45 - 2:45 pm	3678	11/04/2017	1:45 PM	2:45 PM	
Change	C of IDEAS Summit 2017: Enhancing Lives, Creating Community	Strand B: 2. Building Relationships - Using Non-Violent Crisis Intervention	3723	11/04/2017	1:45 PM	2:45 PM	
Change	C of IDEAS Summit 2017: Enhancing Lives, Creating Community	Late Afternoon Sessions 3:00 - 4:00 pm	3680	11/04/2017	3:00 PM	4:00 PM	
Change	C of IDEAS Summit 2017: Enhancing Lives, Creating Community	Strand B: 3. Self-Determination and Person Centered Planning	3727	11/04/2017	3:00 PM	4:00 PM	

- Click on Unregister From Event button located under your events between parallel red lines as shown below.

- My Events
- Upcoming
- Modify/Unregister
- Inprogress
- Incomplete
- Complete

- Actions
- Password
- Profile
- Evaluations

Registrant
Name: Erika L Rupert
Student ID: ruperte
Date: 09/15/2017


[Unregister From An Event or Modify Its Registration](#)

✘ You may completely un-register from an event by clicking the "Unregister From Event" button.
 ✘ If you wish **only** to modify your event registration, or to unregister for one or more parts of the event but not the entire event, then please click the "Modify Event Registration" button.
 ✘ Events/sessions with a 🚫 indicate that modification of your registration for that event/session will be restricted.

C of IDEAS Summit 2017: Enhancing Lives, Creating Community

Action	Session Title	Session Number	Registration Number
<input type="button" value="Unregister"/>	The Motivation Breakthrough: Turning on the Tuned-Out Child	3672	65256
<input type="button" value="Unregister"/>	Registration	Unable To Modify Event Registration 3673	65255
<input type="button" value="Unregister"/>	Morning Sessions 11:15 am -12:15 pm	3675	65257
<input type="button" value="Unregister"/>	Early Afternoon Sessions 1:45 - 2:45 pm	3678	65259
<input type="button" value="Unregister"/>	Late Afternoon Sessions 3:00 - 4:00 pm	3680	65261
<input type="button" value="Unregister"/>	Strand B: 1. 60 Tips in 60 Minutes	3719	65258
<input type="button" value="Unregister"/>	Strand B: 2. Building Relationships - Using Non-Violent Crisis Intervention	3723	65260
<input type="button" value="Unregister"/>	Strand B: 3. Self-Determination and Person Centered Planning	3727	65262

[Contact Us](#)
 ContactUs

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For assistance, please contact Professional Development Coordinator at Midland County ESA at 989.631.5890
 Saginaw ISD at 989.399.7473
 Bay-Arenac ISD at 989.667.3280 or [via email](#).

[Menu](#) | [Home](#)

9. Click on Remove Me From Conference button located at under the title of the event/conference.

The screenshot shows a user interface with a sidebar on the left and a main content area. The sidebar has two sections: 'My Events' with options 'Upcoming', 'Modify/Unregister', 'Inprogress', 'Incomplete', and 'Complete'; and 'Actions' with options 'Password', 'Profile', and 'Evaluations'. The main content area is a white box with a border containing the following text: 'Registrant Name: Erika L Rupert', 'Student ID: ruperte', 'Date: 09/15/2017', followed by the red heading 'Unregister Completely From Event and All Its Sessions'. Below this is another red heading 'You will be removed from the following Event'. The event details are: 'Student Name: Erika Rupert', 'Event Name: C of IDEAS Summit 2017: Enhancing Lives, Creating Community', and 'Workshops to be removed from: 3672,3673,3675,3678,3680,3719,3723,3727'. At the bottom of the box are two buttons: 'Remove Me From Conference' and 'Cancel'. A red arrow points from the left towards the 'Remove Me From Conference' button.

10. You should receive a confirmation on the page showing you have been unregistered for the event.

The screenshot shows the same user interface as the previous one, but the main content area now displays a confirmation message. The text is: 'Registrant Name: Erika L Rupert', 'Student ID: ruperte', 'Date: 09/15/2017', followed by the red heading 'Unregister Completely From Event and All Its Sessions'. Below this is another red heading 'You will be removed from the following Event'. The event details are: 'Student Name: Erika Rupert', 'Event Name: C of IDEAS Summit 2017: Enhancing Lives, Creating Community', and 'Workshops to be removed from: 3672,3673,3675,3678,3680,3719,3723,3727'. Below the event details are two buttons: 'Remove Me From Conference' and 'Cancel'. At the bottom of the box, it says 'You have been SUCCESSFULLY REMOVED from the Event.' followed by a 'Back' button.