# Registration Guide

## 2022 Training for School Registrars of GASTPE-Participating Schools

**\*\*\*\*\*THIS IS ONLY A GUIDE. Please use this as a reference only prior to registration.\*\*\*\*\***

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|  | **What to prepare?** |
| **ESC participating school** | PEAC/EIS login credentials |
| **SHS-VP participating school** | PEAC/VMS login credentials |

**Registrants Information:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Full Name (Prefix, First name, Middle name, Last name, Suffix) | Personal Zoom account (valid email address used for the Zoom account) | Mobile Number |
| Registrant 1 |  |  |  |
| Registrant 2(if applicable) |  |  |  |

**Registered by:**

Full Name:

Email:

Mobile Number:

**REGISTRATION REMINDERS:**

1. Schools are highly encouraged to attend the webinars based on the schedule allotted for their region. [https://peac.org.ph/]
2. Each registrant must provide his/her own **valid** Zoom email account and a mobile number during registration. **The registrant must have access to the said email account as communications from the PEAC National Secretariat and the Zoom link for the INSET shall be sent via email.**
3. If the registrant has no Zoom account yet, he/she must create a Zoom account at <https://zoom.us/freesignup/>.
4. The school personnel doing the registration is requested to VERIFY FIRST WITH THE REGISTRANTS THEIR EMAIL ADDRESSES and to INPUT CAREFULLY the CORRECT EMAIL ADDRESSES as this can lead to bounced emails which may delay the registrant’s registration and admission in Zoom.
5. The registrant will not receive the Zoom link if his/her email address was encoded incorrectly by the school.
6. PEAC shall send the Zoom link 2-3 days before the scheduled webinar.
7. Registration is **subject to availability of slots and on a first come, first served basis**.
8. **Always check Spam or Junk folder for emails that may not have reached your Inbox.**