


# How Do I Register for an IRSC Course

This lesson will show you how to use our registration software.


1) Make sure you are on our registration site at:  
<https://tcpublicsafetytraining.gosignmeup.com>

<https://tcpublicsafetytraining.gosignmeup.com>


[Home](#) | [Create account](#) | [Calendar](#) | [Login](#)

**National Preparedness Institute**  
INDIAN RIVER STATE COLLEGE

Registration Site



Browse courses below. For step-by-step registration instructions, [CLICK HERE](#)

 Empty

Welcome Visitor

**Browse Courses**



**Show All**


+ Criminal Justice

+ Emergency Medical Services (EMS)

From

Until



Course name	Start date	Time	Location	Default sort 
<b>General Instructor Refresher Course</b>	7/28/2014	5:00 PM	<a href="#">Treasure Coast Public Safety Training Complex</a>	<a href="#">Add to cart</a>
<b>August EMT/Paramedic Biannual Refresher - ONLINE</b>	This class is online and has one required in-person meeting on July 31st from 6-8 p.m.		<a href="#">Treasure Coast Public Safety Training Complex</a>	<a href="#">Add to cart</a>
				\$210.00

2) The first thing you will want to do is Login using your Username and Password.  
Or, create an account if you do not have one.

[Home](#) [Create account](#) [Calendar](#) [Login](#)



# National Preparedness Institute

INDIAN RIVER STATE COLLEGE

[Forgot your username or password?](#)  
☒ Student  
☐ Instructor



Browse courses below. For step-by-step registration instructions, [CLICK HERE](#)

**Browse Courses**

Welcome Visitor

3) To create an account, please fill in all required information. Click on "Agree and Create account" to continue.

Welcome Visitor

User Registration

Please enter information required.

Student Information

First Name*:	<input type="text"/>
Last Name*:	<input type="text"/>
Title:	<input type="text"/>
Organization*:	<input type="text" value="Select only from the list"/>
Username*:	<input type="text"/>
Password*:	<input type="password" value="*****"/>
Confirm Password*:	<input type="password" value="*****"/>
E-mail Address*:	<input type="text"/>
Confirm E-mail Address*:	<input type="text"/>
Date of Birth*:	<input type="text"/>

Demographic

Address*:	<input type="text"/>
City*:	<input type="text"/>
State*:	<input type="text" value="Select only from the list"/>
Zip*:	<input type="text"/>
Home/Work phone*:	<input type="text"/>
Cell Phone*:	<input type="text"/>

Do you agree to the terms and conditions of our [Terms of Use Policy](#)?

Agree and Create account

You must agree to our Terms of Use Policy to register.

4) On the home page, you can search for courses in different ways. You can also change how the courses are displayed.

Welcome Anthony Test

You are currently enrolled in 1 class .

Search

Empty

From Until

Sort by: Default | Course name | Start time | Location | Course time | Course date

**General Instructor Refresher Course**

This course is designed for instructors who have allowed their certification to expire or did not obtain their General... [More](#)

Starts: Mon, 7/28/2014 5:00 PM  
Sessions: 2  
Pricing: Free  
Location: [Treasure Coast Public Safety Training Complex](#)  
Status: 20 open seats left

Add to cart

**August EMT/Paramedic Biannual Refresher - ONLINE**

This 30-hour course meets the State of Florida Department of Health, Division of EMS requirements to renew your EMT or... [More](#)

Pricing: \$210.00  
Location: [Treasure Coast Public Safety Training Complex](#)  
Status: 50 open seats left

Add to cart

**FTO Program Course**

This course provides aspiring FTOs with the basic skills needed to correct common problems that often occur with new... [More](#)

Starts: Mon, 8/4/2014 7:30 AM  
Sessions: 4  
Pricing: Free  
Location: [Treasure Coast Public Safety Training Complex](#)  
Status: 28 open seats left

Add to cart

- 1) You can search for specific courses using the search bar.
- 2) You can search for courses by searching through the categories/locations on the left hand side.
- 3) You can switch between a "Grid View" and "Tile View" to see more/less information

5) Once you find the course you are looking for, you can add it straight to your cart by clicking on "Add to cart". Or See more information by clicking on the Course Name.

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Search

Empty

From Until

Course name	Start date	Time	Location	Default sort
<b>General Instructor Refresher Course</b>	7/28/2014	5:00 PM	<a href="#">Treasure Coast Public Safety Training Complex</a>	Add to cart
<b>August EMT/Paramedic Biannual Refresher - ONLINE</b>	This class is online and has one required in-person meeting on July 31st from 6-8 p.m.		<a href="#">Treasure Coast Public Safety Training Complex</a>	Add to cart
				\$210.00
<b>FTO Program Course</b>	8/4/2014	7:30 AM	<a href="#">Treasure Coast Public Safety Training Complex</a>	Add to cart
<b>Breath Test Operator Course</b>	8/19/2014	8:00 AM	<a href="#">Treasure Coast Public Safety Training Complex</a>	Add to cart

**6) Here is the courses information page. You can see more information about the course here.**

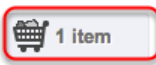
The screenshot shows a course page for "EMS-3 August EMT/Paramedic Biannual Refresher - ONLINE". The page is divided into several sections:

- Top Bar (1):** Contains social media links (LinkedIn, Facebook, Twitter, Email) and a breadcrumb trail: Home > All > EMS-3 August EMT/Paramedic Biannual Refresher - ONLINE.
- Course Title (2):** "EMS-3 August EMT/Paramedic Biannual Refresher - ONLINE".
- Description (3):** "This 30-hour course meets the State of Florida Department of Health, Division of EMS requirements to renew your EMT or Paramedic license and includes national standards transitional material. It is provided in an online format with 30-days to complete all assignments."
- Contact (4):** Marge Bowers - mbowers22@gmail.com, 772-532-4326.
- Credits (5):** Contact Hours : 30.
- Locations (6):** A map showing the location of the course at the Treasure Coast Public Safety Training Complex, 4600 Kirby Loop Road, Fort Pierce, FL 34981, Room: PS1 - 101 EOC Lab.
- Dates and Times (7):** This class is online and has one required in-person meeting on July 31st from 6-8 p.m. Registration closes: Mon. Jul 28, 2014 6:00 PM.
- Instructor(s) (8):** Marge Bowers, with a bio photo.
- Additional Offering(s) (9):** A table listing other offerings for the same course.
- Add to Cart (10):** A green button with a shopping cart icon and the text "Add to cart".
- Pricing (11):** \$210.00.

Additional Offering(s)	Status
<a href="#">September EMT/Paramedic Biannual Refresher - ONLINE</a> This class is online and has one required in-person meeting on August 29th from 6-8 p.m.	Space available
<a href="#">October EMT/Paramedic Biannual Refresher - ONLINE</a> This class is online and has one required in-person meeting on September 30th from 6-8 p.m.	Space available
<a href="#">November EMT/Paramedic Biannual Refresher - ONLINE</a> This class is online and has one required in-person meeting on October 30th from 6-8 p.m.	Space available
<a href="#">December EMT/Paramedic Biannual Refresher - ONLINE</a> This class is online and has one required in-person meeting on November 25th from 6-8 p.m.	Space available

- 1) The top area shows some social media links where you can share this course with others. It also has the path you took to get here in case you want to go back. You can see the Course Number and the name of the course.
- 2) This area shows a description of the course
- 3) This area shows the contact, credits, location and any visual icon for the course if any.
- 4) Dates and Times shows additional information including when the course starts and the sessions of the course or whether this is an online course.
- 5) Instructors shows the instructors that will be instructing the course, including a bio if they have one.
- 6) Additional Offerings will show courses that have the same meeting name if any exist, in case this course is full you can find other courses at different times.
- 7) This area is where you can add the course to your cart by clicking "Add to Cart". You will also have to mark required information here including pre-requisites or materials.

7) You can continue adding courses to your cart, or click on the cart to see what is in there.



Welcome Anthony Test

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Show All

+ Criminal Justice

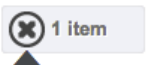
+ Emergency Medical Services (EMS)

From

Until

Course name	Start date	Time	Location	Default sort
<b>General Instructor Refresher Course</b>	7/28/2014	5:00 PM	<a href="#">Treasure Coast Public Safety Training Complex</a>	<a href="#">Add to cart</a>
<b>August EMT/Paramedic Biannual Refresher - ONLINE</b>	This class is online and has one required in-person meeting on July 31st from 6-8 p.m.		<a href="#">Treasure Coast Public Safety Training Complex</a>	<a href="#">Checkout</a> \$210.00
<b>FTO Program Course</b>	8/4/2014	7:30 AM	<a href="#">Treasure Coast Public Safety Training Complex</a>	<a href="#">Add to cart</a>
<b>Breath Test Operator Course</b>	8/19/2014	8:00 AM	<a href="#">Treasure Coast Public Safety Training Complex</a>	<a href="#">Add to cart</a>

8) After clicking on your cart you can see what is inside of it and the total price. You can also delete the items by clicking the "x" or "Empty Cart". To continue click on "Go to Cart".



Welcome Anthony Test

You are currently enrolled in 1 class .

Show All

+ Criminal Justice

+ Emergency Medical Services (EMS)

From

Until

Course name	Start date	Time	Location	Default sort
<b>General Instructor Refresher Course</b>	7/28/2014	5:00 PM	<a href="#">Treasure Coast Public Safety Training Complex</a>	<a href="#">Add to cart</a>
<b>August EMT/Paramedic Biannual Refresher - ONLINE</b>	This class is online and has one required in-person meeting on July 31st from 6-8 p.m.		<a href="#">Treasure Coast Public Safety Training Complex</a>	<a href="#">Checkout</a> \$210.00
<b>FTO Program Course</b>	8/4/2014	7:30 AM	<a href="#">Treasure Coast Public Safety Training Complex</a>	<a href="#">Add to cart</a>

August EMT/Paramed... \$210.00 x

Sub-total: \$210.00

[Empty cart](#)

[Go to Cart](#)

9) When you continue you will be taken to the Checkout section. In the Review area you can review all the items. Make sure it is all correct and click on "Proceed to Next Step".

Welcome Anthony Test

✓

2

3

4

Log In/ Create AccountReviewPaymentsReceipt & Confirmation

Review your current order [Add more courses](#)

Course Name	Date(s)	Time(s)	Price	Status
<b>EMS-3</b> August EMT/Paramedic Biannual Refresher - ONLINE - 2523	This class is online and has one required in-person meeting on July 31st from 6-8 p.m.		\$210.00	Space Available

Proceed to Payment

Please answer any of the required questions/pre-requisite requests before you proceed.  
\*Note if there is no payment required, this will enroll you in the course.

10) For credit card payments click on "Place Order Now" to be taken to the payment screen.

Welcome Anthony Test



For Credit Card Payment, Click "Place Order Now".

Other Payment Options

Select Payment Type




You must press the button below to complete registration.

**Place Order Now**




11) This is the payment page. Please enter in all of your payment information. Once you make sure everything is correct, click on "Submit" to register.



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INDIAN RIVER STATE COLLEGE

**PAYMENT**



**Order Information**





\* Required Fields

Invoice Number: CU35W63H3716474

Description: Course Registration:CU35W63H3716474

Total: **US \$210.00**

**Payment Information**



Card Number:  \* (enter number without spaces or dashes)

Expiration Date:  \* (mmyy)

Card Code:  \* [What's this?](#)

**Billing Information**

First Name:  \*

Last Name:  \*

Company:

Address:  \*

City:  \*

State/Province:  \*

Zip/Postal Code:  \*

Email:  \*

Phone:  \*

Fax:

12) This is the confirmation that payment was accepted. You can "Return to registration page" to continue.

[Return to registration page](#)

**Thank you for your order!**

You may print this receipt page for your records. A receipt has also been emailed to you.

**Order Information**

Merchant:  
Description:  
Date/Time:

**Billing Information**


**Total: US \$1.00**

**American Express \*\*\*\*1039**


Date/Time:  
Transaction ID:  
Authorization Code:  
Payment Method:

13) You are now registered! You will be taken to the order confirmation page where you can print this for your records.

Home | My Account | Calendar | Log out

**National Preparedness Institute**  
INDIAN RIVER STATE COLLEGE

Registration Site

 Empty

Welcome Anthony Test

✓

Log In/ Create Account

✓

Review

✓

Payments

4

Receipt & Confirmation

Thank you for enrolling!

## Order Receipt

**Participant Information:**  
Anthony Test  
Street  
city , CA , 92626  
[anthony@gosignmeup.com](mailto:anthony@gosignmeup.com)  
5555555555

**Order Details**

Course name	Course#	Dates	Status	Price
August EMT/Paramedic Biannual Refresher - ONLINE	EMS-3	This class is online and has one required in-person meeting on July 31st from 6-8 p.m.	Enrolled	\$210.00

Total:

\$210.00

Discount:

\$210.00

Discounted Total:

\$0.00

Total Amount Paid:

\$0.00

**Enrollment Details:**  
Date: 7/7/2014 3:06 PM  
Registration number: CZOGU8P19848617  
Username: anthony@gosignmeup.com

**Payment Details:**

Print Receipt

Continue Shopping For Courses

Back To User Home

You will also get a confirmation email sent to you.