

# SD57 PD Reg – Beginner’s Guide



Options for using the PD Reg app:

1. Go to the [PD Hub](#) from the staff dashboard and choose PD Reg from the main menu to use on the web

OR

2. Download Microsoft PowerApps from your device’s store and log in with your SD57 address. Download PD Reg from the list of schdist57 apps to add it directly to your phone.

## Using PD Reg:

This is your main dashboard. If you are ever stuck click the (i) for an in-app tutorial.

The screenshot shows the SD57 PD Reg app interface. The top bar is orange and contains the title 'SD57 PD Reg' and several icons: a folder, a refresh symbol, a sort symbol, and an information symbol. Below the bar is a search bar labeled 'Search items'. The main content area lists two events. The first event, 'Dakelh Language & Culture Sharing Circle', has a white background and includes a clock icon with times '11/20/2020 1:00 PM' and '11/20/2020 3:30 PM', a document icon labeled 'Discussion', and a person icon labeled 'Zoom'. The second event, 'Tasha Hubbard’s Nîpawistamâsowin: We Will Stand Up', has a red background and includes a clock icon with times '11/18/2020 8:04 AM' and '11/18/2020 1:05 PM', a document icon labeled 'Video', and a person icon labeled 'DLC'. Callout boxes with arrows point to various elements: 'View events you have signed up for' points to the folder icon; 'Refresh the event list' points to the refresh icon; 'Reverse sort order to put the furthest date first' points to the sort icon; 'View the in-app tutorial' points to the information icon; 'Search for an item Note: It only checks the start of the event title not the whole name' points to the search bar; 'View the event details and sign up' points to the right arrow of the second event; and 'If the event background is red that means the event is full. You can’t sign up but you can see the details still.' points to the red background of the second event.

View events you have signed up for

Refresh the event list

Reverse sort order to put the furthest date first

View the in-app tutorial

Search for an item  
Note: It only checks the start of the event title not the whole name

View the event details and sign up

If the event background is red that means the event is full. You can’t sign up but you can see the details still.