# GTS Workshop Registration Instructions

Any person planning on attending a workshop must register for their preferred session through WebEx.

Registration can be completed using the following steps:

1. Go to the registration webpage: **https://pacourts.webex.com**

2. On this webpage, click on the three horizontal lines ☰ appearing to the left and select **WebEx Training** from the menu. Note: The WebEx Training page may try to open in a new browser page or tab. If you have popup blockers enabled, the page may not open. You may need to disable popup blockers, or authorize one-time access if prompted, and then try opening the page again.

3. A full list of training classes offered by the AOPC display – Look for classes with a topic name starting with the acronym **GTS**. Hover your mouse pointer over any of these topic names to see the location of the class.

4. Click on the *Register* link for the preferred training class.

5. Complete the registration page. All fields are required. Please provide as much registration information as possible. If there are items that do not apply to the person registering, enter NONE in the field.

6. Click the **Register** button at the bottom of the screen. You will receive an e-mail confirming your registration and a reminder e-mail will be sent a few days prior to training.

   You will receive instructions for logging into the online classroom and printable training documents will be e-mailed to you prior to your scheduled session.

*Cancellations: If you register for a class and later decide not to attend, instructions for cancelling a registration are included in the confirmation and reminder emails.*

**AOPC**
Administrative Office of
the Pennsylvania Courts

**PENNSYLVANIA COURTS**
**GTS**
**GUARDIANSHIP TRACKING SYSTEM**