



How to Register Teachers for Subject Specific Cluster Event Workshops

- Log onto <https://registration.oide.ie/>
- Click on the blue “Register for Cluster Workshops” button.
- Click on “Select” to display dropdown menu of upcoming and past cluster events.
- Click on the event listed under “Upcoming”.
- Check to ensure that all your current teachers are listed and that none of the teachers listed has left the school (to add or deactivate a teacher from the list displayed, refer to the supplementary instructions below).
- For each teacher, select a subject workshop in the “Subject” column by clicking on the dropdown arrow and selecting a workshop from the menu displaying.
- Once a subject is selected, the adjacent “Sitting” column will populate with details of the model of delivery and venue. Venue details will initially appear as “TBC”. More specific details will populate nearer your cluster day date.
- After selecting workshops for all teachers, click on the “Save Registrations” button (NB: If you have a lot of teachers to register, we recommend that you save your registrations periodically during the registration process to avoid “timing out”).
- When registrations are saved, you should print a schedule of registrations for your records by clicking on the “Print Registrations” button. We recommend that teachers are notified, at this stage, of the subject workshop that they have been registered for.

Supplementary Instructions (adding or deactivating teachers from staff list)

Teachers can be added or removed from your current staff list in the “Classroom Teacher Details” section of the registration site as follows:

- From the main Dashboard, click on the green “Register your teachers to School” button (or use the “Register Teachers to School” link in the left-hand navigation menu)



- To de-active a teacher, locate their name on the list of teachers, and then click on the orange and white deactivate button located on the far right of the page. The teacher's details will instantly disappear.
- To add a teacher or PME, enter the teacher/PME's Teaching Council number in the "PLE Token (TC number)" field and wait (do not hit return). That teacher's details will be retrieved from our database. Any unrecognised numbers will be verified against the Teaching Council's database, for which a date of birth will be required (that detail is not stored or otherwise used by Oide). If a date of birth is required, the date of birth fields will unlock on the screen, and you should enter the relevant detail and wait. If all details are verified, the teacher's name will appear automatically.
- Enter a school email address for the teacher (NB: only school email addresses are acceptable. For PMEs a university or college email address is acceptable)
- Click on the input field above "Register Teacher" and select a teaching subject from the dropdown list that displays.
- If a teacher has more than one teaching subject, click on the next input field which will have appeared and select their second teaching subject. Repeat as necessary until all teaching subjects have been recorded.
- To complete the registration process, click on "Register Teacher". This teacher should now appear on your list of teaching staff.

If you encounter any difficulties, you can contact our administration team by email registrationsupport@oide.ie or by phone on 047 74008 for support.