



Family and Community Engagement Expo

Parent coordinators play a vital role in combating summer learning loss by providing parents with the tools they need to help their children. The Division of Family and Community Engagement is here to help you do just that! Join us on May 10th for the **Summer in the City Expo** to get information the skills, need to host free workshops, family trips and community service projects.

Conference Overview

This full day event will take place at the New York Public Library. The day will include opening remarks from Chancellor Fariña and Executive Superintendent Torres, as well as presentations from Apple, Univision and the NYC Department of Parks and Recreation. There will also be an expo room, where 50 tables will be staffed by agencies and organizations who have committed to providing free workshops and activities for families. Finally, parent coordinators will be treated to guided tours of the historic Stephen A. Schwarzman Building by New York Public Library staff.

Details

Wednesday, May 10, 2017
8:00 AM – 4:00 PM
New York Public Library at 42nd Street
Stephen A. Schwarzman Building, Room 105
476 Fifth Avenue
New York, NY 10018

How to register:

*These are instructions for logging into our **New** registration site. This site is integrated with the DOE single log-in system, which means staff will no longer need to fill out long registration forms in order to sign up for PDs. We know it doesn't look perfect, but we are still developing the software. If you run into any challenges with registration, please email face@schools.nyc.gov.*

Logging-In

Enter the following URL (<https://tinyurl.com/pcsummerexpo>) into your browser to reach the homepage. Make sure you are using the latest version of Internet explorer, Firefox, or Google Chrome for the best experience with the site.

In the "Email/Login ID" box, enter your DOE Email or the letters and numbers that come before @schools.nyc.gov in your DOE email address. For example, if your DOE email is abc123@schools.nyc.gov, you can enter the entire email address in the "Email/Login ID" box, or simply enter "abc123. You should enter the same password you use for your Microsoft Outlook DOE email login in the "Password" box.

Steps for Registration

1. The homepage has an information box located in the center of the user screen titled “Featured Training”. Click directly on the training listed in this box as “Summer in the City Family Engagement.” **Don’t worry that it says Special Education Office in the welcome message.**
2. When you get to the Training Details page, click the “Request” button.
3. That’s all you have to do! Your name, school, and contact information is already in the system. You will receive a confirmation email once you have successfully registered.