



## New York State School Social Workers' Association New Membership Platform Tutorial

### “New to NYSSSWA: How to Join and Become a NYSSSWA Member”

Thank you for your interest in joining the New York State School Social Workers' Association, the only New York state professional association dedicated solely to the visibility and viability of School Social Workers and the students and families that we serve. If you are “New to NYSSSWA” and have never received communications from us, this tutorial will assist you in setting up an account and becoming a member. (If you already have an account and wish to join/renew, see tutorial: [How to Renew Your Membership](#) )

1. To begin, click [https://members.nyssswa.org/general/register\\_member\\_type.asp](https://members.nyssswa.org/general/register_member_type.asp)

a. This link will take you to the “Join NYSSSWA” page.

#### 2. Join NYSSSWA: Membership Categories

- a. This page lists the various Membership Categories and fees.
- b. **To Become a Member**, select your Membership Category:

**Join NYSSSWA!**

**Members Make Our Mission Possible!**

Thank you for your interest in joining the New York State School Social Workers' Association (NYSSSWA). Members are essential to the success of NYSSSWA. Your support allows us to offer critically needed ADVOCACY for our profession at the local, state and national levels. Additional benefits include conference discounts, on-line community, news updates, technical assistance to members, etc.

See our Membership Categories below.

*Help us stand up for our profession and stay connected.*

**Membership Categories:**

- **Full NYSSSWA Membership – 85.00 USD**  
One needs to be an LMSW/LCSW and possess a School Social Work certification.
- **Associate NYSSSWA Membership – 75.00 USD**  
Required to have BSW or Bachelors/Masters Degree in related profession. You will receive all of the same information but without voting rights.
- **Retiree NYSSSWA Membership – 55.00 USD**  
Former school employee.
- **Student Membership – 55.00 USD**  
Join NYSSSWA Today!

**Everyone's Membership Matters!**

**Non-Member Account:**

- **New to NYSSSWA, Registering for an Event and Not Ready to be a Member?** Select "Non-Member" below to create an account.

☒ **Full Member**

☐ Associate Member

☐ Retired Member

☐ Student Member

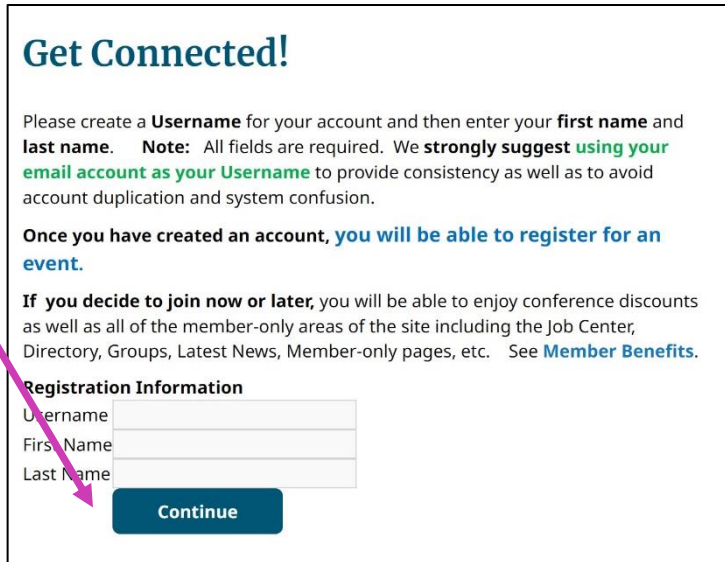
☐ Non-Member

**Continue »**

3. Click **"Continue"**. 

4. **Get Connected:**

- a. Create a **Username**: We strongly recommend that you **use your email address** to avoid duplication of records and system confusion.
- b. You might also consider using your home email address so that you do not lose contact during the summer or when your work email changes.
- c. Add your name.
- d. Click **"Continue"**.



**Get Connected!**

Please create a **Username** for your account and then enter your **first name** and **last name**. **Note:** All fields are required. We **strongly suggest using your email account as your Username** to provide consistency as well as to avoid account duplication and system confusion.

Once you have created an account, **you will be able to register for an event**.

If you decide to join now or later, you will be able to enjoy conference discounts as well as all of the member-only areas of the site including the Job Center, Directory, Groups, Latest News, Member-only pages, etc. See [Member Benefits](#).

**Registration Information**



Username

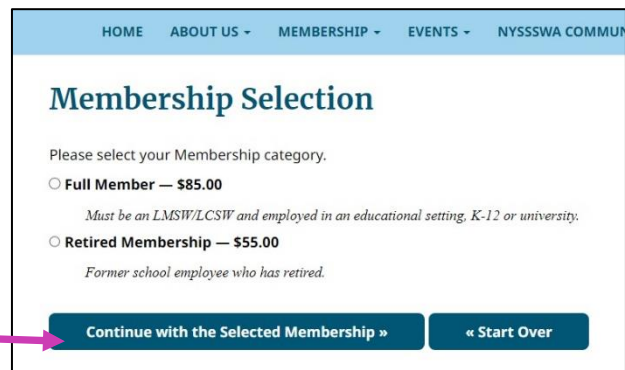
First Name

Last Name

**Continue**

5. **Member Selection**

- a. Your **"Membership Selection"** or choices will appear. 
- b. Click on your selection.
- c. If this is correct, click **"Continue with the Selected Membership"**. 



HOME ABOUT US ▾ MEMBERSHIP ▾ EVENTS ▾ NYSSWA COMMUNITY

**Membership Selection**

Please select your Membership category.

☐ **Full Member — \$85.00**  
*Must be an LMSW/LCSW and employed in an educational setting, K-12 or university.*

☐ **Retired Membership — \$55.00**  
*Former school employee who has retired.*

**Continue with the Selected Membership »** **« Start Over**

## 6. Member Information

### a. Account Information.

- Username should appear.
- Create and confirm your password.

### b. Personal Information

- In a hurry? Focus on **\*Required** fields.
- You can come back later to complete other fields.

HOME ABOUT US MEMBERSHIP EVENTS NYSSWA COMMUNITY

### Step 2 - Member Information

Please fill out the following information in order to create an account. **In a Hurry?**  
Focus only on the **\*Required fields**.

*\* Required Fields*

Your password must be 8-20 characters in length and contain at least one number and one non-numeric character (letters, punctuation, etc.)

**Account Information**

Username \* JacksonDoe@gmail.com

Password \* .....

Confirm Password \* .....

E-Mail Address \*

Confirm E-Mail \*

**Personal Information**

Title (Mr./Ms./Dr.)

Full Name \*

Suffix (Sr., Jr., II, III)

Nick/Screen Name

Maiden Name

Your Birthday (12/31/1999)

Address \* 1111 Somewhere

Address Cont.

City/Town \* Somewhere

Country \* United States

State \* New York

Postal Code \* 11111

Phone

Mobile \* 111 111111

Alternate E-Mail

**Professional Information**

### c. Professional Information

- Focus on **\*Required** fields.
- When done, click on **"Submit"**

Elementary School Grades served. (Select All/None) K 1 2

Middle School Grades served. (Select All/None) 5 6 7

Please indicate the Middle School Grades you serve.

High School Grades Served (Select All/None) 9 10 11

Please indicate the High School Grades you serve.

Organizational Affiliations \* (Select All/None) SSWAA NASW ACSSW

What other professional organizations are you a member of?

**Additional Information**

Submit Cancel

## 7. Membership Dues

- a. Review your member information.
- b. **Promotional Code**

- i. If you have a promotional code for membership, enter here.
- ii. **Be sure to click “Apply Code”.**

- c. **Group Membership**

- i. Review and check groups you might like to be a part of.
- ii. **Be sure to sign up for your Regional Group** to stay in touch with School Social Workers in your area as well as receive regional news or event information.

- iii. Review your “Member Information” for accuracy.

HOME ABOUT US MEMBERSHIP EVENTS NYSSWA COMMUNITY

### Membership Dues

Join or renew today! Simply fill out the form below. Once we process your dues, you will enjoy full access to the Online Member Community. Thank you for your support!

If you are signing up for the first time, this is the last step of your registration.

**Membership Information**  
Full Member — \$85.00  
*Must be an LMSW/LCSW and employed in an educational setting, K-12 or university.*

**Promotional Code**  
Enter a Promotional Code:  { Apply Code } { Clear }

**Group Membership**

Group Type / Name	Annual Dues	Join / Renew	*Amount Due
New York City		<input type="checkbox"/>	
Northern/Central		<input type="checkbox"/>	
Southern Tier		<input type="checkbox"/>	
Syracuse		<input type="checkbox"/>	
Westchester		<input type="checkbox"/>	
<b>SSW Practice</b>			
New School Social Worker		<input type="checkbox"/>	

\*Amount Due is based on the duration of your membership

**Member Information**

First Name	Dee
Last Name	Kon
Email Address	jasondoe@gmail.com
Organization	NYSSWA
Address	1111 Somewhere
City/Town	Somewhere
Country	United States

- d. **Billing Information**

- i. Check here if billing address is the same as your address.
- ii. If you have a Purchase Order, please provide your district information.
- iii. Enter the PO Number or put “Pending”.
- iv. If you would like to add this information to your account, click “Update the Personal Information section...”

Phone

☐ Check here if the billing address is the same as the member address

**Billing Information**

Organization

Address\*

Address Cont.

City/Town\*

Country\*

Location\*

Postal Code\*

Phone\*

PO Number

☐ Update the Personal Information section of my profile with the address and organization information entered above.

**Additional Comments**

**Payment Information**

Payment Amount \$85.00

**e. Payment Information**

- i. Review **“Payment Amount”**
- ii. Select Credit Card or Bill Me
- iii. Credit Card
  1. Complete info.
  2. When finished, click **“Submit Securely”**.

☐ Update the Personal Information section of my profile with the address and organization information entered above.

Additional Comments

Payment Information

Payment Amount \$85.00

Payment Type\* ☐ Bill Me ☒ Credit Card

Name on Card\*

Card Type\*

Card Number\*

Card CVV Num\*  [What is this?](#)

Exp. Month/Year\*   (MM/YYYY)

**Submit Securely**

**iv. Bill Me—Click this bullet.**

1. Click on **“Submit Securely”**.

PO Number

☐ Update the Personal Information section of my profile with the address and organization information entered above.

Additional Comments

Payment Information

Payment Amount \$85.00


Payment Type\* ☒ Bill Me ☐ Credit Card

**Submit Securely**

**8. Set Up Your Profile**

- a. You will first be asked to submit a **“Profile Photo”** (optional).

Welcome Jason New! Get started with a profile photo!

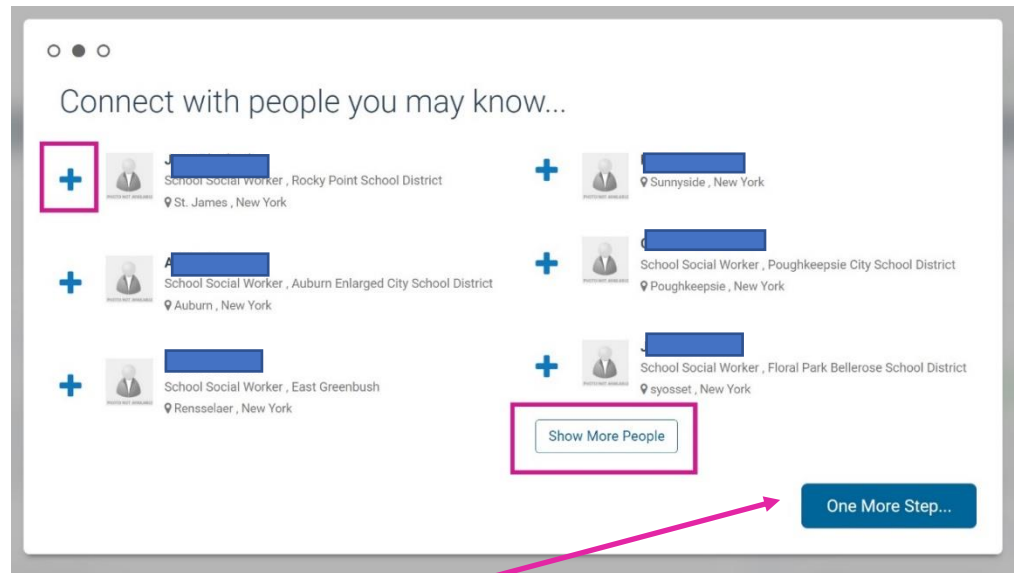


Upload your Photo

**Continue**

b. Next you will be asked if there are any other NYSSSWA Members you would like to “Connect to”.

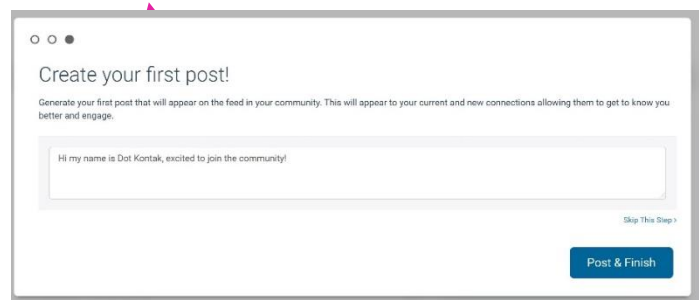
- i. *(I was told that the system just selects them randomly so if you don't see anyone you know, you can ignore for now and connect later. )*
- ii. If you do see someone you would like to “connect” with, just check their names and an email will be sent to them asking if they would like to “connect” with you.



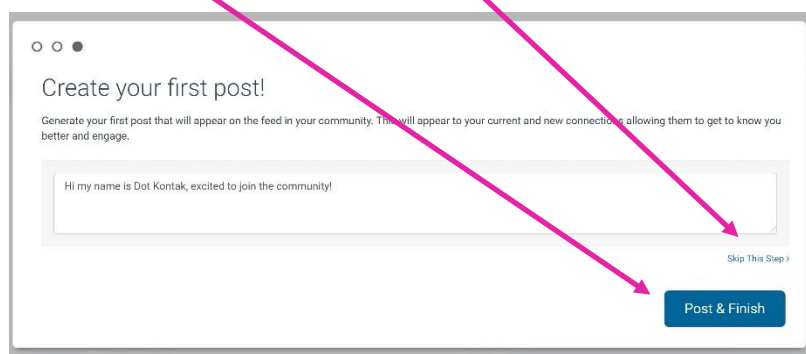
c. Next, click “One More Step” which will take you to:

d. “Create your first post!” where you can generate your first post that will appear on the feed to other members in the community.

- iii. This is a nice way to introduce yourself to others and will appear to your current and new connections allowing them to get to know you better and engage.



- iv. If you don't create a “post”, the system will automatically create one for you (see above)
- v. Next, click “Post & Finish” or “Skip This Page”.

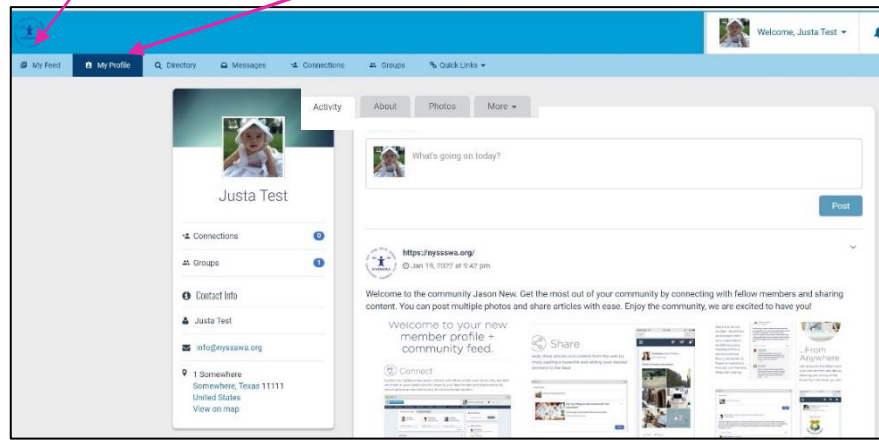


9. Building Your Community (System will start connecting you.)

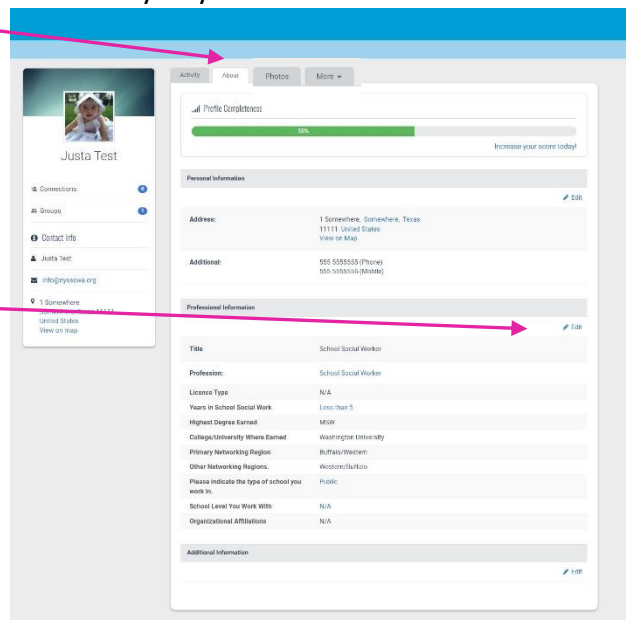


10. You will then be taken to the “My Feed” On-line Community page and “My Profile”.

- a. This “My Feed” page will be your home base when you Sign in in the future.
- b. Click on **“My Profile”** at any time to access profile information, activity, membership, payment history, etc.

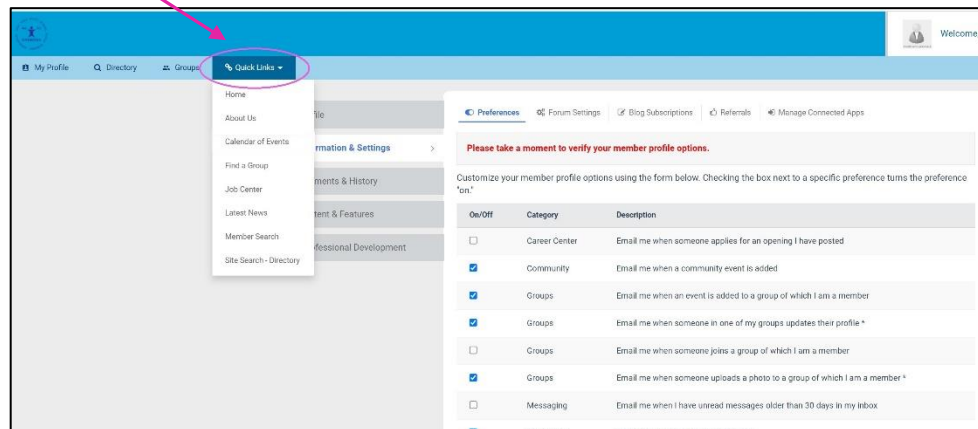


11. Click on “About” and see a summary of your Profile information.



12. If you need to edit at any time, you can click here.

13. Click on Quick Links and check out some of the new features including Group membership options, Directory Search capabilities, the Job Center, Latest News, Calendar of Events, etc.



## 14. Still Have Questions?

Contact us at [member.services@nyssswa.org](mailto:member.services@nyssswa.org)



## 15. Thank You for Registering

*a. (Auto notification when you create an account or join.)*

16. py

## Thank You for Registering

 [View Invoice/Receipt](#)



Thank you for registering with the New York State School Social Workers' Association. Please take some time to explore all this site has to offer. We welcome feedback and trust you will enjoy this community experience and encourage you to become a member if you aren't already.

Dot Kontak, SSWS, LCSW  
Director of Communications & Member Benefits