



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

### “NYSSSWA Members – How to Register for an Event”

Thank you for your membership and support. This tutorial will assist you in registering for a NYSSSWA event.

1. Click the Event Registration Link: **2022 State Conference Registration Link:**  
<https://members.nyssswa.org/events/register.aspx?id=1647188>
2. **IF YOU WANT THE MEMBER DISCOUNT, YOU MUST SIGN IN** to your account
3. Sign in is **REQUIRED** to register for an event.

### Member/Event -- Login/Sign In

Membership » Renew Your Membership

Welcome to NYSSSWA's On-Line Community

Sign In Here To:

- Register for an Event
- Join or Renew Your Membership
- Access NYSSSWA's On-Line Community and Member pages for current NYSSSWA members

**NEW to NYSSSWA?**

- Want to Join or need to create a "Non-member" account in order to register for an event? [Click Here.](#)

**Past Members/Past Event Attendees or SSWs Already in Our Database:**

- You can "Sign In" to your account below which will take you to a notice regarding when your membership/ registration expired and an opportunity to "Securely renew your membership now" or to continue. You have the opportunity to Renew your membership but you DO NOT need to be a member to register for an event.

**HOW TO SIGN IN for the FIRST TIME:**

- **Everyone's** initial Username is the **email address we have on record** (whether it is still an active email or not--you can change when you update your profile). **If you can't get in, try other email addresses you may have used.** (Especially important if you are trying to access member discount rates for events.)
- **Password:** Passwords have been changed. Look at "Forgot your password?" and click on "Click here to reset your password." to be sent a link to reset your password.

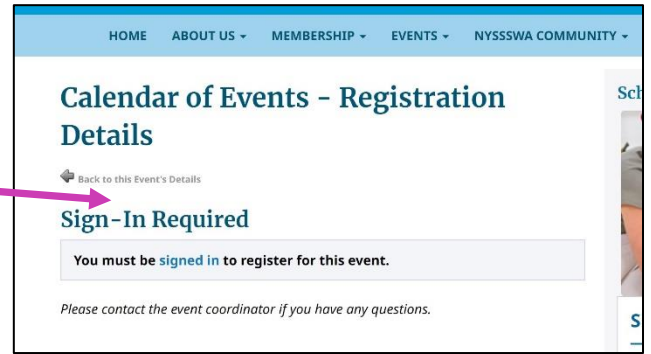
**Need Help?** See [Step by Step Tutorials.](#)

Contact [member.services@nyssswa.org](mailto:member.services@nyssswa.org) if you experience any problems.

Sign in using your credentials

☒ Remember Me

4. This link will take you to the Member/Event – Login/Sign in page.
5. Note the instructions on how to sign in.
6. If this is the first time signing in to NYSSSWA's new platform, please see ["NYSSSWA Members—How to Sign in for the First Time"](#) tutorial.



7. **Registration Page:** (See Instructions)
  - a. **Attendee Type**
    - i. All registrants should select **"Attendee"** unless you are presenting.
    - ii. **"Presenters"** and **"Volunteers"** Please wait for instructions.
    - iii. Click **"Next"**.

2022 NYSSSWA State Conference | Registration

REGISTRATION PROCESS:

1. You must Register Below to receive New York approved CE/CEUs
2. **"Attendee Type"**
  - a: All registrants should select **"Attendee"** unless you are presenting
  - b: **"Presenters"** and **"Volunteers"** Please wait for instructions.
3. Complete **"Attendee Info"**
  - a: Please include any **"Dietary Restrictions"**
4. **"Attendee Selections" Tab:**
  - a. Make your **Registration Selection**
    - i. Full Conference
    - ii. Thursday Only
    - iii. Friday Only
  - b. Select **ALL of the General Sessions**
  - c. Please select the **Breakout Sessions** you want to attend.
  - d. Please select **ONLY the meals** you will be attending
5. **"Purchase Orders":**
  - a. If you are paying by Purchase Order, supply information requested including your business office address/contact.
  - b. If you don't have a "PO number" yet, mark **"PENDING"**
  - c. Print your invoice and submit to your district for payment.

**Attendee Type** | Attendee Info | Attendee Selections

Please select one of the following

☒ **Attendee:**

**Next**

- b. **"Attendee Info":**
  - i. Complete your **License #**. (It will be needed for your CE Certificate.)
  - ii. Be sure to note any **"Dietary Restrictions"** (if applicable)

iii. Click "Next".

iii. Friday Only  
b. Select **ALL** of the General Sessions  
c. Please select the **Breakout Sessions** you want to attend.  
d. Please select **ONLY the meals** you will be attending  
5. "Purchase Orders":  
a. If you are paying by Purchase Order, supply information requested including your business office address/contact.  
b. If you don't have a "PO number" yet, mark "**PENDING**"  
c. Print your invoice and submit to your district for payment.

Attendee Type   Attendee Info   Attendee Selections

Registration Information

\* Required Fields

Event Name   2022 NYSSSWA State Conference

Your Name \*   Dot   Kontak

Email Address \*  

Address Line 1 \*  

City \*      State/Prov. \*  

Zip/Postal Code \*  

School District/Agenc \*   NYSSSWA

License # \*  

Dietary Restrictions  

**Next**

More Actions ▾

8. "Attendee Selections" tab: (Full Member State Conference Early Bird Pricing)

c. Print your invoice and submit to your district for payment.

Attendee Info   **Attendee Selections**



Please select one of the following (required)

☐ NYSSSWA 2022 State Conference--Friday Only (more) Regularly: ~~\$400.00~~ **Early Bird Price: \$325.00**

☐ NYSSSWA 2022 State Conference--Full 2 Day (more) Regularly: ~~\$550.00~~ **Early Bird Price: \$475.00**

☐ NYSSSWA 2022 State Conference--Thursday Only (more) Regularly: ~~\$400.00~~ **Early Bird Price: \$325.00**

Please select any sessions you wish to attend








Thursday, November 3, 2022	Starts	Ends
<input type="checkbox"/> "We Deserve Better: Challenging Burnout Through Radical Self-Care" 	 9:15 AM	Not Specified

- a. Make your Registration Selection  
i. (Verify your registration fee)

b. Then select the **Breakout Sessions** you plan to attend.

c. Select **Only the meals** you plan to attend so that we can plan appropriately. (If applicable)





Please select any sessions you wish to attend

General Session: Thursday	Starts	Ends
<input type="checkbox"/> "Self-Care Essentials"  Presenter: Sharlene Allen-Milton, Ed.D, LCSW-C	10:00 AM	12:00 PM
<input type="checkbox"/> Thursday Luncheon (Select if you plan to attend.)	12:15 PM	1:15 PM
<b>Session A: Thursday 1:30 pm - 3:30 pm (Select one)</b>		
<input type="radio"/> A1: "Creative Ways to Provide Social & Emotional Support TIER 1 for K-6th"  Presenter: by Michelle Williams, LCSW, C-SSWS, ACSW	1:30 PM	3:30 PM
<input type="radio"/> A2: "ADHD--What we know about it and what we can do about it across the lifespan"  Presenter: Greg Fabiano, Ph.D.	1:30 PM	3:30 PM
<input type="radio"/> A3: "Sit, Down, Stay and Heal: Using Therapy Dogs in Schools"  Presenter: Michelle Mellon, LMSW & Brandy-Lee Lappin, LMSW	1:30 PM	3:30 PM
<b>Session B: Thursday 3:45 pm - 5:45 pm (Select one)</b>		
<input type="radio"/> B1: "Working with Undocumented Students--Healing from past policy and pandemic"  Presenter: Robin DeLuca-Acconi, Ph.D., LCSW	3:45 PM	5:45 PM
<input type="radio"/> B2: "We Deserve Better: Challenging Burnout Through Radical Self-Care"  Presenter: Stephanie Carnes, LL.M., LCSW	3:45 PM	5:45 PM
<input type="radio"/> B3: "Crisis Response in Schools: Best Practices"  Presenter: Paul Dischiavo, LCSW-R; Emily Laurey, LMSW & Tricia Hoyer, LCSW	3:45 PM	5:45 PM
<b>Friday Meals (Select only those meals you will attend.)</b>		
<input type="checkbox"/> Friday Buffet Breakfast	7:00 AM	8:00 AM
<input type="checkbox"/> Friday Buffet Luncheon	12:45 PM	1:30 PM
<b>General Sessions Friday (Select all sessions.)</b>		
<input checked="" type="checkbox"/> Include my name on the list of Registered members		
<b>Save &amp; Add Another Attendee</b>		<b>Save &amp; Finalize Registration</b>

More Actions ▾

d. Select **ALL** General Sessions.

**General Sessions Friday (Select all sessions.)**

	Starts	Ends
<input type="checkbox"/> "The Art of Becoming Indispensable- What School SW need in their first three years of Practice"  Presenter: Robin DeLuca-Acconi, Ph.D., LCSW	8:10 AM	9:00 AM
<input type="checkbox"/> "Don't Get Stuck: Expanding Beyond the Language of 'Equity' and 'Social Justice'"  Presenter: Ebony Green, Ed.D., LLC	9:15 AM	10:15 AM
<input type="checkbox"/> "Ethics in an Epidemic: Some Important Guidance for School Social Workers During These Challenging Times"  Presenter: James Raines, Ph.D., MSSW	10:30 AM	12:30 PM
<input type="checkbox"/> "Social Media and Its Impact on Child Safety"  Presenter: by Chris Smith, FBI Investigator & Dr. Adam Morris	1:45 PM	3:45 PM

☒ Include my name on the list of Registered members

**Save & Add Another Attendee** **Save & Finalize Registration**

More Actions ▾

9. Check if you want others to know you are planning to attend.

Session B: Thursday 3:45 pm - 5:45 pm (Select one)	Starts	Ends
<input type="radio"/> B1: "Working with Undocumented Students--Healing from past policy and pandemic" <b>Presenter:</b> Robin DeLuca-Aconi, Ph.D., LCSW	3:45 PM	5:45 PM
<input type="radio"/> B2: "We Deserve Better: Challenging Burnout Through Radical Self-Care" <b>Presenter:</b> Stephanie Carnes, LL.M., LCSW	3:45 PM	5:45 PM
<input checked="" type="radio"/> B3: "Crisis Response in Schools: Best Practices" <b>Presenter:</b> Paul Dischiavo, LCSW-R; Emily Laurey, LMSW & Tricia Hoyet, LCSW	3:45 PM	5:45 PM

Friday Meals (Select only those meals you will attend.)	Starts	Ends
<input checked="" type="checkbox"/> Friday Buffet Breakfast	7:00 AM	8:00 AM
<input type="checkbox"/> Friday Buffet Luncheon	12:45 PM	1:30 PM

General Sessions Friday (Select all sessions.)	Starts	Ends
<input checked="" type="checkbox"/> "The Art of Becoming Indispensable- What School SW need in their first three years of Practice" <b>Presenter:</b> Robin DeLuca-Aconi, Ph.D., LCSW	8:10 AM	9:00 AM
<input checked="" type="checkbox"/> "Don't Get Stuck: Expanding Beyond the Language of 'Equity' and 'Social Justice'" <b>Presenter:</b> Ebony Green, Ed.D., LLC	9:15 AM	10:15 AM
<input checked="" type="checkbox"/> "Ethics in an Epidemic: Some Important Guidance for School Social Workers During These Challenging Times" <b>Presenter:</b> James Raines, Ph.D., MSSW	10:30 AM	12:30 PM
<input checked="" type="checkbox"/> "Social Media and Its Impact on Child Safety" <b>Presenter:</b> by Chris Smith, FBI Investigator & Dr. Adam Morris	1:45 PM	3:45 PM

☒ Include my name on the list of Registered members

[Save & Add Another Attendee](#) [Save & Finalize Registration](#)

10. Click "Save and Finalize Registration" to keep selections.

11. Check Out Step 1 of 2 – Recipient Information:

### Checkout (Step 1 of 2)

Main Storefront: Cart (1)

**If You are Submitting a Purchase Order:**  
 If you do not yet have a Purchase Order number, put "pending" for the PO number.  
 If you submit a purchase order, **BE SURE TO PROVIDE A COPY OF YOUR INVOICE** to your district's accounts payable department for processing and payment.  
 Approved POs should be faxed to (315)624-1266 Attn: Tricia Zupan or emailed to: [purchase.order.request@nyssswa.org](mailto:purchase.order.request@nyssswa.org)  
 Send checks to: NYSSSWA, 264 Rider Road, Clayville, NY 13322

**Recipient Information**

First Name:\*  Dot

Middle Name:

Last Name:\*  Kontak

Suffix:

Organization:  NYSSSWA

Address:\*

City/Town:\*

Country:\*  United States

State:\*

Postal Code:\*

Home Phone:

Business Phone:

Mobile Phone:

Email Address:\*  dot.kontak@nyssswa.org

Confirm Email Address:\*  dot.kontak@nyssswa.org

**Payment Information**

- If you have a NYSSSWA member account, information will be auto-populated.
- If not, please complete the **Required Fields\*** (with asterisks).

## 12. Check Out Step 1 of 2 – Payment Information—By Credit Card:

- Verify fee.
- If you have a "Promo Code", add it here.
  - Click "Apply"
  - Rate should adjust.
- Enter credit card information.
- Check here if billing address is the same as the recipient information.

Payment Information

Total Amount: \$325.00

Promo Code:

Payment Type: ☐ Bill Me ☒ Credit Card

Card Type:

Card Number:

Card CVV Number:  (What is this?)

Exp. Date:  /  (mm/yyyy)

☐ Check here if the billing address is the same as the recipient information

Name on Card:

Organization: NYSSSWA

Address:

City/Town:

## 13. Check Out Step 1 of 2 – Payment Information—By "Purchase Order" (PO):

- Verify fee.
- If you have a "Promo Code", add it here.
  - Click "Apply".
  - Rate should adjust.
- If you are paying by Purchase Order check "Bill Me".
- Supply "Billing Address" information including your business office address/contact.
- If you don't have a "PO number" yet, mark "PENDING" where the PO number is requested.

Payment Information

Total Amount: \$374.00

Promo Code:

Payment Type: ☒ Bill Me ☐ Credit Card

☐ Check here if the billing address is the same as the recipient information

Bill To Name:

Organization: NYSSSWA

Address:

City/Town:

Country:

Location:

Postal Code:

Phone:

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

PO:  Only Alphanumeric Characters Allowed

Additional Customer Information

Please Enter Comments Below:

14. Finished with Check out? Click "Proceed to Confirmation".



## 15. Review Confirmation Page.

**Payment Information**

**Bill To Name:** Bus Secretary  
**Organization:** nysswa  
**Address:** somewhere  
**City:** somewhere  
**Location:** New York  
**Postal Code:** 111111  
**Country:** United States  
**Phone:** 222222  
**PO:** PENDING

**Additional Customer Information**

Qty	Product	Price
1	1. NYSSSWA 2022 State Conference--Full 2 Day	\$550.00
	Early Bird Discount Applied	(\$75.00)
1	3. NYSSSWA 2022 State Conference--Friday Only	\$400.00
	Early Bird Discount Applied	(\$75.00)
<b>Subtotal:</b>		<b>\$800.00</b>
<b>Grand Total:</b>		<b>\$800.00</b>

[Edit Cart](#)

[Complete Order](#)

## Checkout (Step 1 of 2)

Main Storefront [Cart \(2\)](#)

**If You are Submitting a Purchase Order:**  
If you do not yet have a Purchase Order number, put "pending" for the PO number.  
If you submit a purchase order, BE SURE TO PROVIDE A COPY OF YOUR INVOICE to your district's accounts payable department for processing and payment.  
Approved P.O.s should be faxed to: (315)624-1266 Attn: Tricia Zupan or email to: [purchaseorderrequest@nyssswa.org](mailto:purchaseorderrequest@nyssswa.org)  
Send checks to: NYSSSWA, 264 Rider Road, Clayville, NY 13322

**Recipient Information**

**First Name:** Dorothy  
**Middle Name:**  
**Last Name:** Kontak  
**Suffix:**

**SSL SECURED**  
YOUR ORDER IS BEING PROTECTED BY SSL

16. Click "Edit Cart" to see or make any changes.

17. Click "Complete Order" when finished.

**Payment Information**

**Bill To Name:** Jane Doe  
**Organization:** NYSSSWA  
**Address:** 123 somewhere  
**City:** Somewhere  
**Location:** Texas  
**Postal Code:** 11111  
**Country:** United States  
**Phone:** 1111111111  
**PO:**

**Additional Customer Information**

Qty	Product	Price
1	1. NYSSSWA 2022 State Conference--Full 2 Day	\$550.00
	Early Bird Discount Applied	(\$75.00)
<b>Subtotal:</b>		<b>\$475.00</b>
<b>Grand Total:</b>		<b>\$475.00</b>

[Edit Cart](#)

[Complete Order](#)

18. See "Thank You" page.

[HOME](#) [ABOUT US](#) [MEMBERSHIP](#) [EVENTS](#) [NYSSSWA COMMUNITY](#) [ADV](#)

# Thank You

[View Invoice/Receipt](#) [View Printable Registration Confirmation](#) [View Event Registrations](#)

Thank you for your event registration. You can expect an email confirmation shortly.

**School S**

19. IF YOU ARE SUBMITTING A PURCHASE ORDER or need a receipt

- Click Here to get a copy of your invoice
- Print & Submit to your Business Office.

## 20. Need "Registration Confirmation?"

a. Click Here.

The top screenshot shows the 'Thank You' page with a pink arrow pointing to the 'View Printable Registration Confirmation' link. The bottom screenshot shows the user's profile page with the 'Event Registrations' tab selected, displaying details for the '2022 NYSSSWA State Conference'.

**Thank You**

View Invoice/Receipt View Printable Registration Confirmation View Event Registrations

Thank you for your event registration. You can expect an email confirmation shortly.

**Profile**

Information & Settings

Payments & History

Content & Features

Professional Development

**Event Registrations**

Upcoming Events

Event Name	Registration ID	Print
Thursday, November 3, 2022	2022 NYSSSWA State Conference	

**Attendee Name (Sessions)**

Attendee Name (Sessions)	Registration ID	Print
Dorothy Kortak :Self-Care Essentials Thursday Luncheon A2: "ADHD--What we know about it and what we can do about it across the lifespan" B2: "We Deserve Better: Challenging Burnout Through Radical Self-Care" Friday Buffet Breakfast "The Art of Becoming Indispensable: What School SW need in their first three years of Practice" "Don't Get Stuck: Expanding Beyond the Language of Equity and Social Justice" "Ethics in an Epidemic: Some Important Guidance for School Social Workers During These Challenging Times"	21376818	

**Past Events**

You did not register for any past events.

## 21. Need Event Registration/Confirmation & Itinerary?

a. Click Here.

The screenshot shows the 'Thank You' page with a pink arrow pointing to the 'View Event Registrations' link.

**Thank You**

View Invoice/Receipt View Printable Registration Confirmation View Event Registrations

Thank you for your event registration. You can expect an email confirmation shortly.

**Print Close**

**New York State School Social Workers' Association**

**Event Confirmation**

**Event Information**

Name	2022 NYSSSWA State Conference
Date/Time	Thursday, November 3, 2022 8:30 AM
Location	Adams West Tower 400 W. 125th St. Astoria, NY 11501
Contact	Dot Kortak (dot.kortak@nyssswa.org)
View, Update, or Cancel Registration	<a href="https://nyssswa.org/registration/confirmation.aspx?ID=21376818">https://nyssswa.org/registration/confirmation.aspx?ID=21376818</a>

**Attendee/Guest Information**

Name	Event	Date Registered	6/2/2022
Registration ID/Barcode	21376818	Number Attending	1
Attendee Type	Presenter		
Email Address			
Address Line 1			
City	Schenectady	State/Prov.	NY
Zip/Postal Code	12301		
School District/Agency			
Licensure #			
Dietary Restrictions			

**Itinerary**

Sessions Registered For	Start	End
"Self-Care Essentials"	11/3/2022 10:00:00 AM	11/3/2022 10:00:00 PM
Thursday Luncheon	11/3/2022 12:15:00 PM	11/3/2022 1:15:00 PM
A2: "ADHD--What we know about it and what we can do about it across the lifespan"	11/3/2022 1:30:00 PM	11/3/2022 3:30:00 PM
B2: "We Deserve Better: Challenging Burnout Through Radical Self-Care"	11/3/2022 3:45:00 PM	11/3/2022 5:45:00 PM
Friday Buffet Breakfast	11/4/2022 7:00:00 AM	11/4/2022 9:00:00 AM
"The Art of Becoming Indispensable: What School SW need in their first three years of Practice"	11/4/2022 9:15:00 AM	11/4/2022 9:00:00 AM

**22. YOU'RE DONE!!!!!!**

23. Still have questions? Contact [member.services@nyssswa.org](mailto:member.services@nyssswa.org)