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. **Register for the Event**
   a. **IF YOU WANT THE MEMBER DISCOUNT, YOU MUST SIGN IN to your account**
   b. **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@nysswa.org** if you experience any problems.

Sign in using your credentials

dkontak

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☑ Remember Me

Sign In 🔒

2.
   a. Click on "**Events**" Tab.

HOME   ABOUT US ▾   MEMBERSHIP ▾   EVENTS ▾   NYSSSWA COMMUNI

Calendar of Events
SSWAA Conference   ▸
Regional Conferences ▸
State Conference
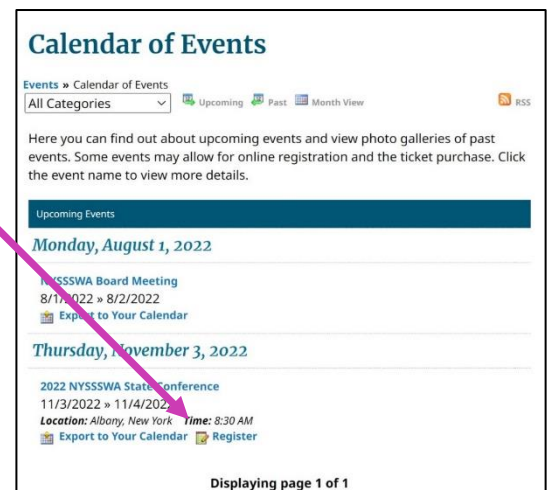
Thank You for Registeri

📄 View Invoice/Receipt

b. Select **"Calendar of Events".**

c. **OR** -- Once signed in, you can also click on **"Quick Links"** to get to **"Calendar of Events'.**
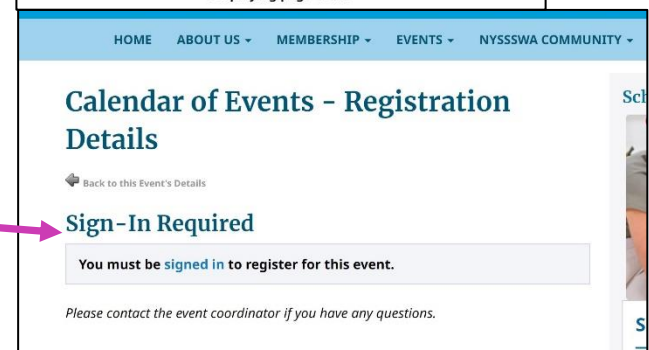
d. Click on **"Calendar of Events".**
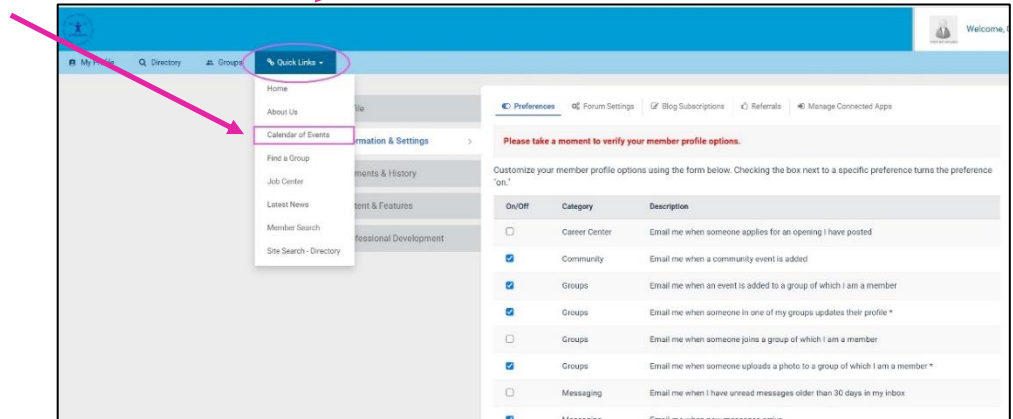
c. Select **"Register"** under the event you wish to register for.

3. This link will take you to the Member/Event – Login/Sign in page.

4. Note the instructions on how to sign in.

5. 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.

6. **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".**

    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".**

7. **"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
☐ "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.

Please select any sessions you wish to attend

General Session: Thursday	Starts	Ends
☐ :"Self-Care Essentials" **Presenter**: Sharlene Allen-Milton, Ed.D, LCSW-C	🛈 10:00 AM	12:00 PM

Thursday Luncheon (Select if you plan to attend.)	Starts	Ends
☐ Thursday Luncheon	🛈 12:15 PM	1:15 PM

Session A: Thursday 1:30 pm -3:30 pm (Select one)	Starts	Ends
○ 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
○ 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
○ 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

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

Friday Meals (Select only those meals you will attend.)	Starts	Ends
☐ Friday Buffet Breakfast	7:00 AM	8:00 AM
☐ Friday Buffet Luncheon	🛈 12:45 PM	1:30 PM

General Sessions Friday (Select all sessions.)   Starts   Ends

☑ **Include my name on the list of Registered members**

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

More Actions ▾

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			
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General Sessions Friday (Select all sessions.) Starts Ends			

☑ **Include my name on the list of Registered members**

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

More Actions ▾

d. Select **ALL** General Sessions.

General Sessions Friday (Select all sessions.)		**Starts**	**Ends**
☐	"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
☐	"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
☐	"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
☐	"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 ▾

Session B: Thursday 3:45 pm - 5:45 pm (Select one)		**Starts**	**Ends**
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☑ **Include my name on the list of Registered members**

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

More Actions ▾

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

9. Click **"Save and Finalize Registration"** to keep selections.

10. **Check Out** Step 1 of 2 – **Recipient Information**:

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

11. Check Out Step 1 of 2 – **Payment Information**—**By Credit Card:**
a. Verify fee.
b. If you have a "Promo Code", add it here.
    i. Click **"Apply"**
    ii. Rate should adjust.
c. Enter credit card information.
d. Check here if billing address is the same as the recipient information.

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

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

13. Finished with Check out? Click **"Proceed to Confirmation".**

14. **Review Confirmation Page.**

Payment Information

Total Amount:	$374.00
Promo Code:	[ ] Apply
Payment Type:	(•) Bill Me
	Credit Card [AMEX] [DISCOVER] [MASTERCARD] [VISA]
	( )

☐ 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:

[   ]

Proceed To Confirmation >>

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)
		Subtotal:	$800.00
		Grand Total: $800.00	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 emailed to: purchase.order.request@nysswa.org
Send checks to: NYSSSWA, 264 Rider Road, Clayville, NY 13322

Recipient Information

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

[SSL SECURED THIS SITE SECURED BY SSL ENCRYPTION]

15. Click **"Edit Cart"** to see or make any changes.

16. Click "**Complete Order"** when finished.

17. See **"Thank You"** page.

18. IF YOU ARE SUBMITTING A PURCHASE ORDER or need a receipt
   a. Click Here to get a copy of your invoice
   b. **Print & Submit to your Business Office.**

19. Need **"Registration Confirmation?**
   a. Click Here.

20. Need **Event Registration/Confirmation & Itinerary?**

a. Click Here.

21. YOU'RE DONE!!!!!!

22. Still have questions? Contact member.services@nyssswa.org