



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@nyssswa.org if you experience any problems.

Sign in using your credentials

☒ Remember Me

[Sign In](#)

2.

- a. Click on “Events” Tab.

HOME ABOUT US ▾ MEMBERSHIP ▾ **EVENTS ▾** NYSSSWA COMMUNITY

Thank You for Registering

View Invoice/Receipt

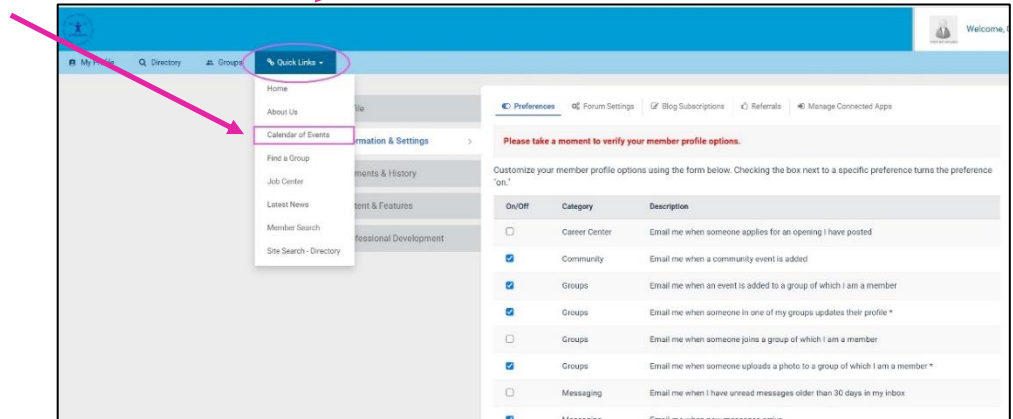
Calendar of Events

- SSWAA Conference ▸
- Regional Conferences ▸
- State Conference

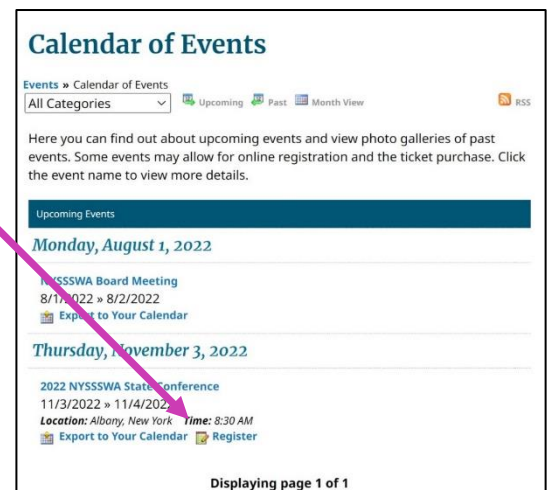
b. Select **"Calendar of Events"**.

c. **OR** -- Once signed in, you can also click on **"Quick Links"** to get to **"Calendar of Events"**.

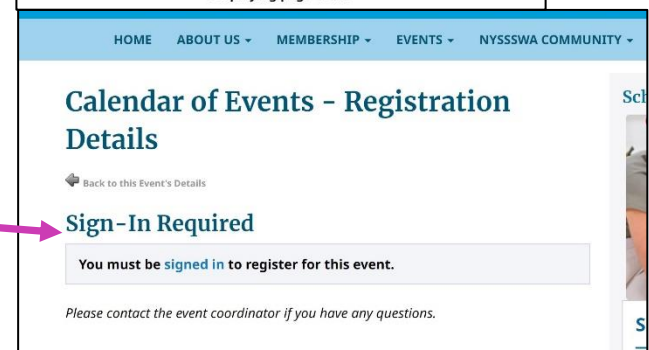
d. Click on **"Calendar of Events"**.



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"**.

The screenshot shows the '2022 NYSSSWA State Conference | Registration' page. It includes a 'REGISTRATION PROCESS' section with instructions. Step 2, 'Attendee Type', is highlighted. Below the instructions, there are three tabs: 'Attendee Type', 'Attendee Info', and 'Attendee Selections'. The 'Attendee Type' tab is active, showing a dropdown menu with 'Attendee' selected. A 'Next' button is at the bottom.

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"**.

The screenshot shows the 'Attendee Info' tab selected. It displays a 'Registration Information' section with a list of required fields: Event Name, Your Name, Email Address, Address Line 1, City, State/Prov., Zip/Postal Code, School District/Agenc, License #, Dietary Restrictions, and a Next button. Arrows point to the 'License #' and 'Dietary Restrictions' fields.

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
<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.

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	 12:15 PM	1:15 PM
Session A: Thursday 1:30 pm - 3:30 pm (Select one)	Starts	Ends
<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
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"  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
Friday Meals (Select only those meals you will attend.)	Starts	Ends
<input 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"/> 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

	Starts	Ends
<input type="checkbox"/> General Session: Thursday :"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.) Thursday Luncheon	12:15 PM	1:15 PM
<input type="radio"/> Session A: Thursday 1:30 pm - 3:30 pm (Select one)		
<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
<input type="radio"/> Session B: Thursday 3:45 pm - 5:45 pm (Select one)		
<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
<input type="checkbox"/> Friday Meals (Select only those meals you will attend.)		
<input type="checkbox"/> Friday Buffet Breakfast	7:00 AM	8:00 AM
<input type="checkbox"/> Friday Buffet Luncheon	12:45 PM	1:30 PM
<input checked="" type="checkbox"/> General Sessions Friday (Select all sessions.)		
<input checked="" type="checkbox"/> 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
<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
<input checked="" type="checkbox"/> 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
<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 checked="" 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
<input checked="" type="checkbox"/> Friday Meals (Select only those meals you will attend.)		
<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
<input checked="" type="checkbox"/> General Sessions Friday (Select all sessions.)		
<input checked="" 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
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<input checked="" 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 checked="" 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
<input checked="" type="checkbox"/> 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:

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
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).

11. 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:
Apply
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:*

12. 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:

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:

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

14. Review Confirmation Page.

Payment Information

Bill To Name: Bus Secretary

Organization: nysswa

Address: somewhere

City: somewhere

Location: New York

Postal Code: 11111

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

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 R.O.s should be faxed to (315)624-1266 Attn: Tricia Zupan or email to: purchase.order.request@nyssswa.org

Send checks to: NYSSSWA, 264 Rider Road, Clayville, NY 13322

Recipient Information

First Name*: Dorothy

Middle Name:

Last Name*: Kontak

Suffix:

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

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

Registration Information

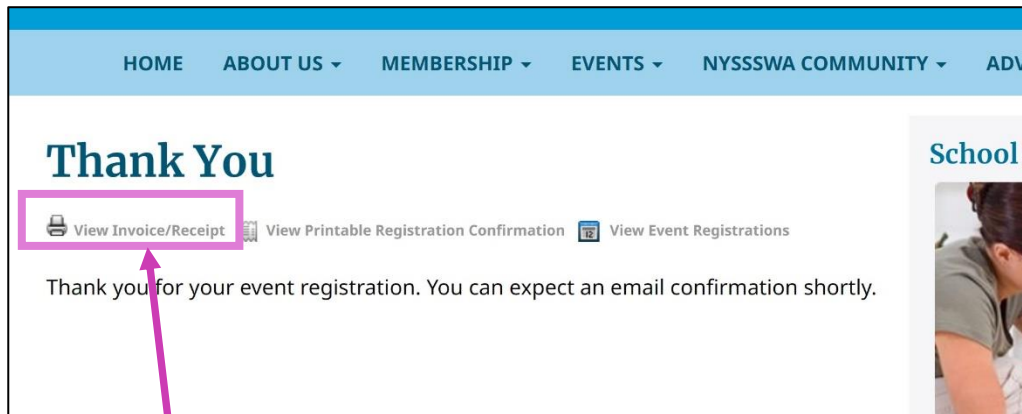
Billing Name: Sarah Neri
Organization: NYSSSWA
Address: 1 Somewhere
City: Somewhere
Location: Somewhere
Postal Code: 11111
Country: United States
Phone: 1111111111
PO: 1111111111

Registration Information

Qty: 1
Product: 1. NYSSSWA 2022 State Conference-Full 2
Day
Price: \$559.00
Subtotal: \$559.00
Grand Total: \$559.00

Complete Order

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



18. 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.**

19. Need **"Registration Confirmation?"**

- Click Here.

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.

Event Registrations

Upcoming Events

Thursday, November 3, 2022

2022 NYSSSWA State Conference

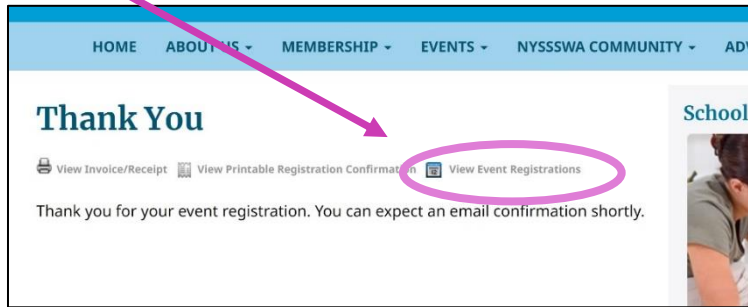
Attendee Name (Sessions)	Registration ID	Print
Dorothy Kontak :Self-Care Essentials Thursday Luncheon A2: ADHD-What we know about it and what we can do about it across the lifespan B2: We Deserve Better: Challenging Burnout Through Radical Self-Care Friday Buffet Breakfast The Art of Becoming Indispensable-What 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	Print

Past Events

You did not register for any past events.

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

a. Click Here.



Print Close

New York State School Social Workers' Association
Event Confirmation

Event Information

Name of Event	2022 NYSSSWA State Conference
Date/Time	Thursday, November 3, 2022 9:30 AM
Location	Albany Hilton Hotel 40 Lodge Street Albany, New York 12207
Contact	Don Kowalski - 518-439-8800 (ext. 2108)
View, Update, or Cancel Registration	https://members.nyssswa.org/registration/confirm.aspx?id=75677584

Attendee/Guest Information

Name	Franklin Kowalski	Date Registered	6/30/2022
Registration ID/Badge #	2137018	Number Attending	1
Attendee Type	Proceeds		
Email Address *	<input type="text"/>		
Address Line 1 *	111 Schoonhoven		
City *	Schenectady	State/Prov *	New York
Zip/Postal Code *	12309		
School District/Agency *	Niskayuna		
License # *	None		
Other Restrictions			

Itinerary

Session/Registered For	Start	End
"Sub-Care Evaluation"	11/3/2022 9:30:00 AM	11/3/2022 10:00:00 PM
Thursday Luncheon	11/3/2022 12:15:00 PM	11/3/2022 1:30:00 PM
A2 "OCHD: What we know about it and what we don't know" at the NY State Capitol	11/3/2022 1:30:00 PM	11/3/2022 3:30:00 PM
A3 "The National Center for Child Welfare Research Through National Self-Care"	11/3/2022 3:45:00 PM	11/3/2022 5:45:00 PM
Friday After Breakfast	11/4/2022 7:00:00 AM	11/4/2022 9:00:00 AM
"The A-100 Research Conference: What's Next for Child Welfare?"	11/4/2022 9:15:00 AM	11/4/2022 10:00:00 AM

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

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