



New York State School Social Workers' Association

“New to NYSSSWA: How to Register for an Event”

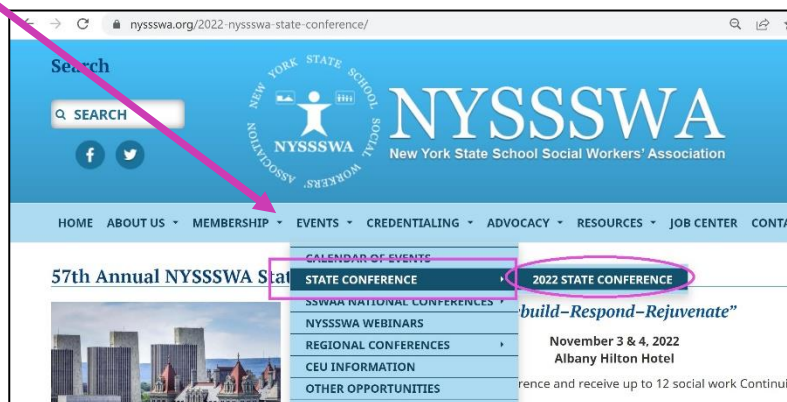
If you are “New to NYSSSWA” and have never received communications from us or registered for one of our events, this tutorial will assist you in setting up an account and registering for an event. (If you already have an account, see [How to Register for an Event Past Members and School Social Workers Already in our Database](#) -- includes “Non-members” with NYSSSWA accounts.)

1. Register for the Event

a. Click on “**Events**” Tab on either site.

i. Select the event from the “pull down menu”.

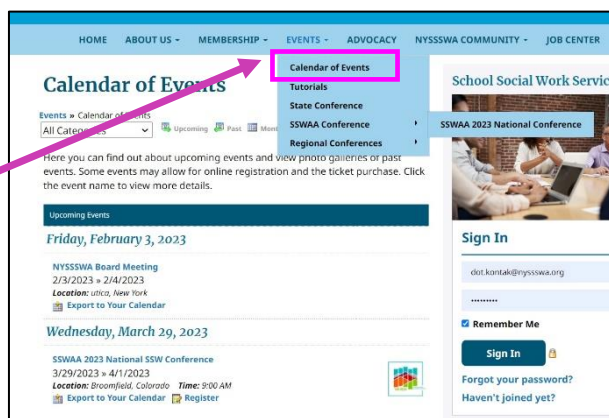
ii. This will take you to a web page of information on the event



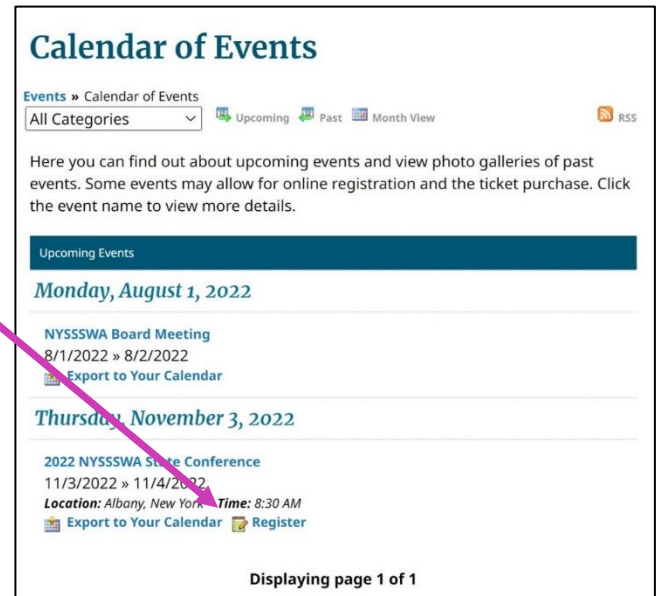
iii. Click on the “Register” link or tab that is on the web page.

b. OR

c. Select “**Calendar of Events**”.



- d. Select **"Register"** under the event you wish to register for.



Calendar of Events

Events » Calendar of Events
All Categories [v] Upcoming Past Month View RSS

Here you can find out about upcoming events and view photo galleries of past events. Some events may allow for online registration and the ticket purchase. Click the event name to view more details.

Upcoming Events

Monday, August 1, 2022

NYSSSWA Board Meeting
8/1/2022 » 8/2/2022
Export to Your Calendar

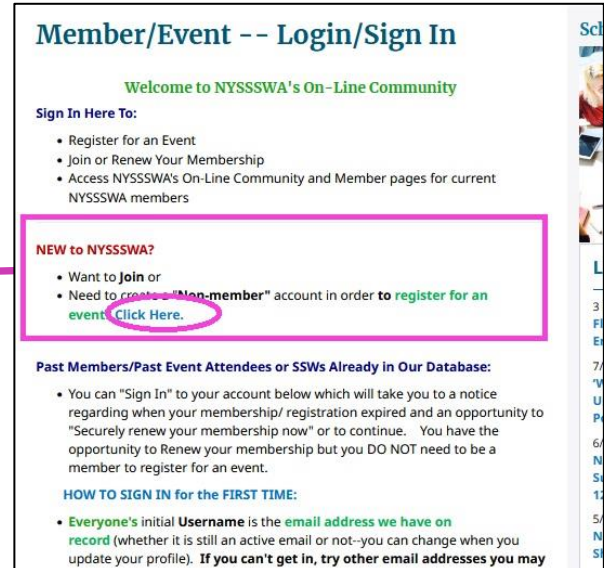
Thursday, November 3, 2022

2022 NYSSSWA State Conference
11/3/2022 » 11/4/2022
Location: Albany, New York Time: 8:30 AM
Export to Your Calendar Register

Displaying page 1 of 1

2. Sign in is **REQUIRED** to register for an event.

- a. This link will take you to the Member/Event – Login/Sign in page. Note the instructions on how to sign in.



Member/Event -- Login/Sign In

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

3. Create an Account:

- If you have never had an account with NYSSSWA, you will need to Join NYSSSWA OR create a 'Non-Member' account in order to register.
- We invite you to become NYSSSWA Member.

4. Membership Categories

- This page lists the various Membership Categories and fees.
- Note: If you would like to **take advantage of lower member conference rates** as well as a year of **Member Benefits**, we would appreciate your membership and support.
- To Become a Member:** Select your Membership Category.
- Then **"Continue"**.

Join NYSSSWA!

Members Make Our Mission Possible!

Thank you for your interest in joining the New York State School Social Workers' Association (NYSSSWA). Your support of NYSSSWA and our profession is greatly appreciated.

Membership Categories:

Select "Auto-Renew" option and NYSSSWA membership will be automatically renewed so you never have to worry about your membership and member benefits expiring.

- Full Member -- \$85.00
- Full Member -- Auto Renew -- \$85.00
One needs to be an LMSW/LCSW and possess a School Social Work certification.
- Associate Member -- \$75.00
- Associate Member -- Auto Renew -- \$75.00
Required to have BSW or Bachelors/Masters Degree in related profession. You will receive all of the same information but without voting rights.
- Retired Member -- \$55.00
- Retired Member -- Auto Renew -- \$55.00
Former school employee.
- Student Member -- \$55.00
- Student Member -- Auto Renew -- \$55.00
Student interning in a school.

Join Now!

Non-Member Account:

- Registering for an Event and Not Ready to be a Member? Select "Non-Member" below to create an account in order to register for an event.

Select your Membership Category below.

☒ Full Member

☐ Associate Member

☐ Retired Member

☐ Student Member

☐ Non-Member

Continue »

- See Tutorial on **"How to Join and Become a NYSSSWA Member"** See: https://cdn.ymaws.com/members.nyssswa.org/resource/resmgr/tutorials/join_nyssswa.pdf

5. Not ready to become a member?

- Select the **"Non-Member"** option.
- Click **"Continue"**.

Join NYSSSWA!

Members Make Our Mission Possible!

Thank you for your interest in joining the New York State School Social Workers' Association (NYSSSWA). Your support of NYSSSWA and our profession is greatly appreciated.

Membership Categories:

Select "Auto-Renew" option and NYSSSWA membership will be automatically renewed so you never have to worry about your membership and member benefits expiring.

- Full Member -- \$85.00
- Full Member -- Auto Renew -- \$85.00
One needs to be an LMSW/LCSW and possess a School Social Work certification.
- Associate Member -- \$75.00
- Associate Member -- Auto Renew -- \$75.00
Required to have BSW or Bachelors/Masters Degree in related profession. You will receive all of the same information but without voting rights.
- Retired Member -- \$55.00
- Retired Member -- Auto Renew -- \$55.00
Former school employee.
- Student Member -- \$55.00
- Student Member -- Auto Renew -- \$55.00
Student interning in a school.

Join Now!

Non-Member Account:

- Registering for an Event and Not Ready to be a Member? Select "Non-Member" below to create an account in order to register for an event.

Select your Membership Category below.

☐ Full Member

☐ Associate Member

☐ Retired Member

☐ Student Member

☒ Non-Member

Continue »

6. Get Connected:

- Create a **Username**: We strongly recommend that you **use your email address** to avoid duplication of records and system confusion.
- 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.
- Add your name.
- 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](#).

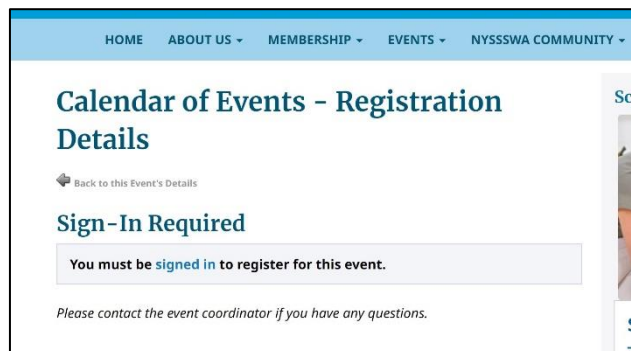
Registration Information

Username
First Name
Last Name

Continue

7. Member Information

- Note directions.
- Focus on ***Required fields**.



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 *	<input type="text"/>
Password *	<input type="password"/>
Confirm Password *	<input type="password"/>
E-Mail Address *	<input type="text"/>
Confirm E-Mail *	<input type="text"/>
Title	<input type="text"/> (Mr./Ms./Dr.)
Full Name *	<input type="text"/>
Nick/Screen Name	<input type="text"/>
Address *	<input type="text"/>
Address Cont.	<input type="text"/>
City/Town *	<input type="text"/>
Country *	<input type="text"/> United States
State *	<input type="text"/>
Postal Code *	<input type="text"/>
Mobile	<input type="text"/>
Alternate E-Mail	<input type="text"/>
Professional Information	
Organization *	<input type="text"/>
Your Profession *	<input type="text"/>
Primary Networking Region *	<input type="text"/>
What NYSSSWA Region would you like to be your primary contact region?	
<input type="checkbox"/> (Select All/None)	
<input type="checkbox"/> Alternative High School	
<input type="checkbox"/> ROCES	

8. Membership Selection:

- Your **"Membership Selection"** will appear **i.e. Full Member, Non-Member, etc.**
- If this is correct, click **"Accept this Membership and Continue"**.

Membership Selection

Please select your Membership category.

Non-Member

Accept this Membership and Continue » « Start Over

9. "Membership Upgrade Information" Prompt

- Click **"Continue with Current Membership"** (including **"Non-Member"**.)

HOME ABOUT US - MEMBERSHIP - NYSSSWA ON-LINE COMMUNITY - EVENTS -

Membership Upgrade Information

Thank you for creating a NYSSSWA account today or in the past.

Interested in Joining NYSSSWA?

If you are not a current NYSSSWA member, we encourage you to join us and not only support our profession but also become part of our new on-line community. **To join or Renew**, just click below on **"Upgrade My Membership Now"**. Need more information? See [member benefits](#) and [details](#).

Not Interested in Membership at This Time But Need Access:

If you are a past member or have registered as a "Non-member" and **trying to access Event Registration, your Continuing Education credits or your profile**; click on **"Continue with Current Membership"** (i.e. Non-member) below.

Upgrade My Membership Now


Continue with Current Membership

10. Thank You for Registering

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

HOME ABOUT US - MEMBERSHIP - NYSSSWA ON-LINE COMMUNITY - EVENTS -

Thank You for Registering



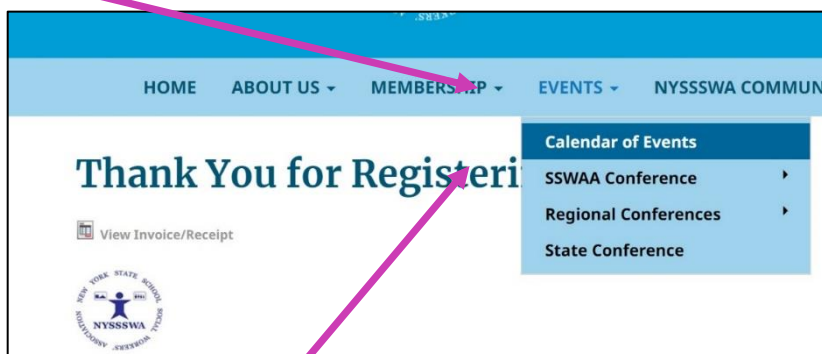
Thank you for registering with the New York State School Social Workers' Association. Please take some time to explore all this site has to offer. We welcome feedback and trust you will enjoy this community experience and encourage you to become a member if you aren't already.

If you are **Registering for an Event**, click on "Events" tab above on menu bar, then drop down "Calendar of Events", then click on "Register" for the event you want.

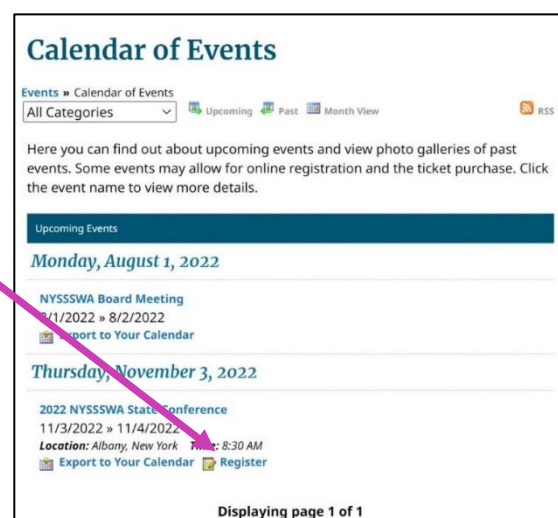
Dot Kontak, SSWS, LCSW
Director of Communications & Member Benefits

11. Register for the Event

- a. Click on **"Events"** Tab.
- b. Select **"Calendar of Events"**.



- c. Select **"Register"** under the event you wish to register for.



12. Registration Page: (See Instructions)

- a. **Attendee Type** (if listed)
 - i. All registrants should select **"Attendee"** unless you are presenting.
 - ii. **"Presenters"** and **"Volunteers"** Please wait for instructions.
 - iii. Click **"Next"**.

A screenshot of the '2022 NYSSSWA State Conference | Registration' page. It includes a 'REGISTRATION PROCESS' section with numbered steps. Step 2, 'Attendee Type', is highlighted. Below the steps, there are tabs for 'Attendee Type', 'Attendee Info', and 'Attendee Selections'. The 'Attendee Type' tab is active, showing a dropdown menu with 'Attendee' selected and a 'Next' button. A pink arrow points from the instruction 'Click "Next".' to the 'Next' button.

b. **"Attendee Info":**

- i. Complete your **License #**. *(It will be needed for your Continuing Education Certificate.)*
- ii. Be sure to note any **"Dietary Restrictions"** *(if applicable—not dietary preferences).*
- 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 ▾

c. **"Attendee Selections" tab:**

- i. Make your Registration Selection
- ii. Verify your registration fee

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

- iii. Please select **ALL of the Breakout Sessions** you plan to attend as well.
- iv. 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) 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) B1: "Working with Undocumented Students--Healing from past policy and pandemic" Presenter: Robin DeLuca-Accenti, 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 Laury, 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 ▾

- v. Select **ALL** General Sessions (*whether you will attend or not*).

- vi. Check if you want others to know you are planning to attend.

	Starts	Ends
<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
<input checked="" 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 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

☒ Include my name on the list of Registered members

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

- vii. Click and **"Save and Finalize Registration"** to keep selections

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

- a. Now that you have a NYSSSWA member account, information should be auto-populated.
- b. If not, please finish **completing the Required Fields*** (with asterisks).

Checkout (Step 1 of 2)

Recipient Information

First Name: *

Middle Name:

Last Name: *

Suffix:

Organization:

Address: *

City/Town: *

Country: *

State: *

Postal Code: *

Home Phone:

Business Phone:

Mobile Phone:

Email Address: *

Confirm Email Address: *

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

- i. Verify fee.
- ii. If you have a "Promo Code", add it here.
- iv. Click **"Apply"**
- v. Rate should adjust.
- iii. Enter credit card information.
- iv. 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:

Address: *

City/Town: *

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

- i. Verify fee.
- ii. If you have a "Promo Code", add it here.
- iii. Click **"Apply"**. (Rate should adjust.)
- iv. If you are paying by Purchase Order, check **"Bill Me"**.
 - a. Supply **"Billing Address"** information including your business office address/contact.
 - b. 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:

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

17. 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

[Edit Cart](#)

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

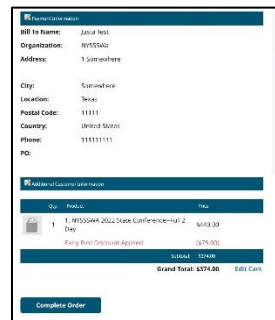
Middle Name:

Last Name*: Kontak

Suffix:

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

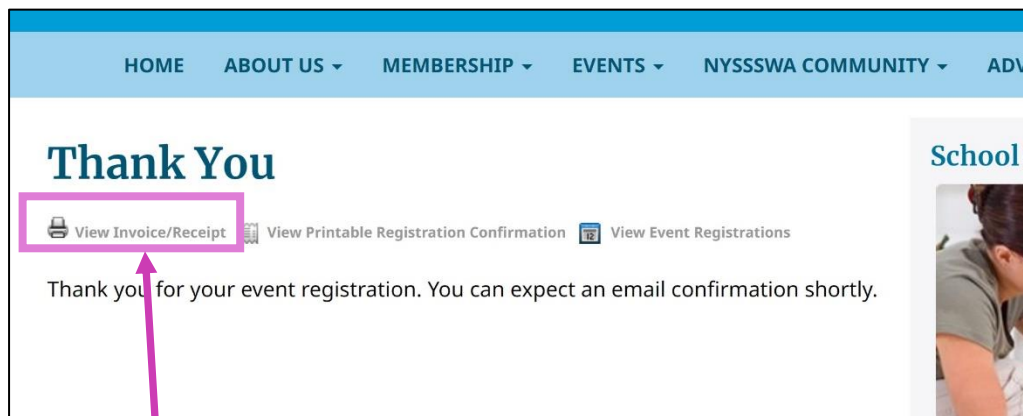
19. Click **"Complete Order"** when finished.



Checkout Summary

Bill To Name: Jasia Test
Organization: NYSSSWA
Address: 123 Main St
City: Canastota
Location: State
Postal Code: 13311
Country: United States
Phone: (315) 123-4567
PO:
Add'l Customer Information:
Qty Product Price
1 NYSSSWA 2022 State Conference-Inf 2 \$450.00
Shipping (Flat Rate/Insurance applied) \$75.00
Subtotal \$525.00
Grand Total \$574.00 Edit Cart
Complete Order

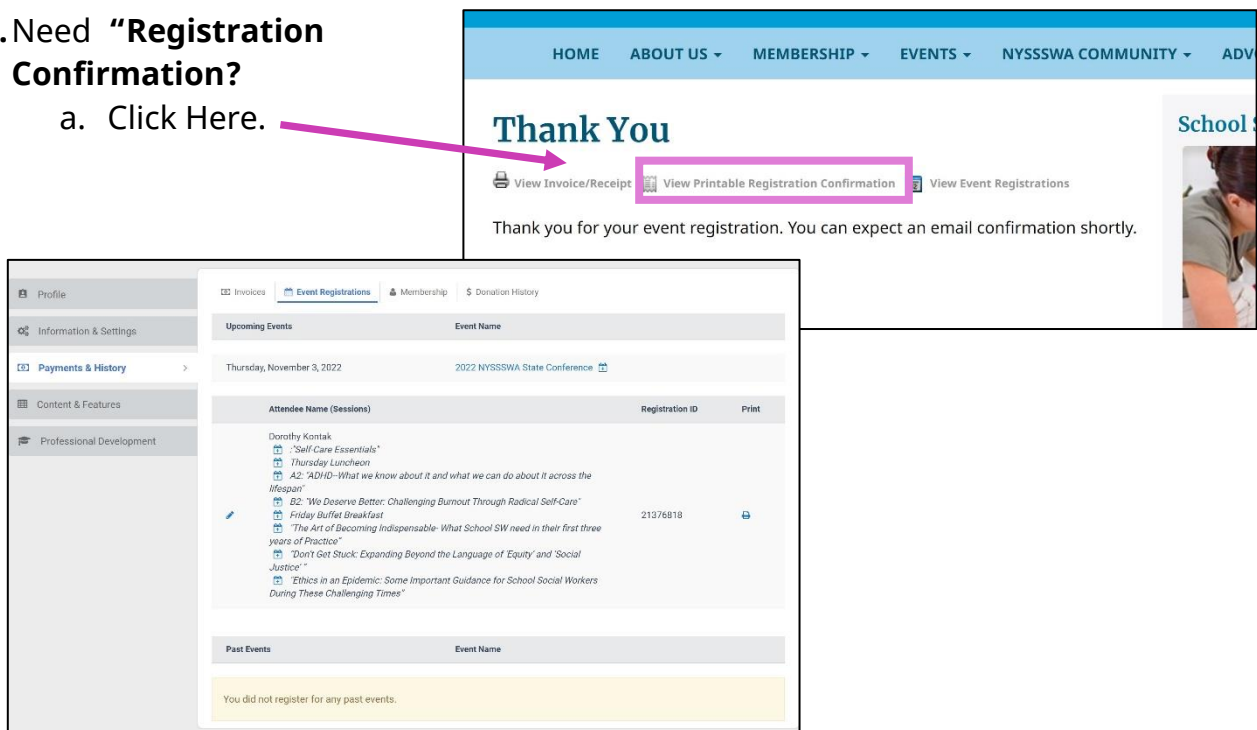
20. See **"Thank You"** page.



- 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.**

21. 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

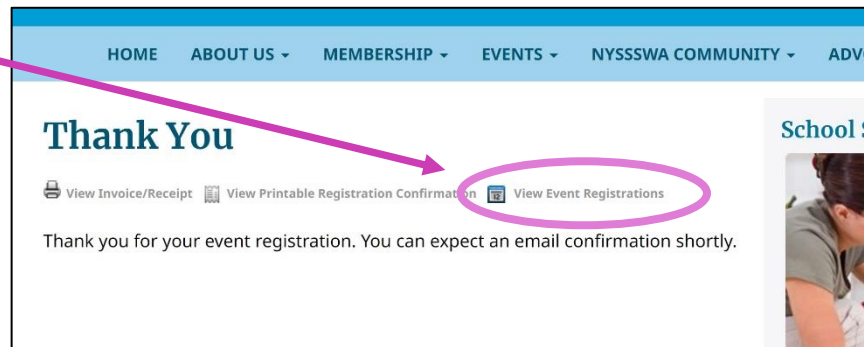
Attendee Name (Sessions)	Registration ID	Print
Dorothy Kontak Self Care Essentials Thursday Luncheon A2: "ADHD-What we know about it and what we can do about it across the lifespan"	21376818	Print
B2: "We Deserve Better: Challenging Burnout Through Radical Self-Care" Friday Buffet Breakfast The Art of 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"		

Past Events

You did not register for any past events.

22. Need Event Registration/Confirmation & Itinerary?

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 8:30 AM
Location	Albany Hilton Hotel 40 Lodge Street Albany, New York 12207
Contact	Dot Kontak (dot.kontak@nyssswa.org)
View, Update, or Cancel Registration	https://members.nyssswa.org/events/register.aspx?id=16471888318F4690-915C-1AC364B8C75A

Attendee/Guest Information			
Name	Dorothy Kontak	Date Registered	6/20/2022
Registration ID/Badge #	21376818	Number Attending	1
Attendee Type	Presenter		
Email Address *	<input type="text"/>		
Address Line 1 *	111 Somewhere		
City *	Somewhere	State/Prov. *	Missouri
Zip/Postal Code *	111111		
School District/Agency *	Nyssswa		
License # *	Missouri		
Dietary Restrictions			

Itinerary

Session(s) Registered For	Start	End
"Self-Care Essentials"	11/3/2022 10:00:00 AM	11/3/2022 12:00:00 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 8:00:00 AM
"The Art of Becoming Indispensable- What School SW need in their first three years of"	11/4/2022 8:10:00 AM	11/4/2022 9:00:00 AM

**YOU'RE
DONE!!!!**

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