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".
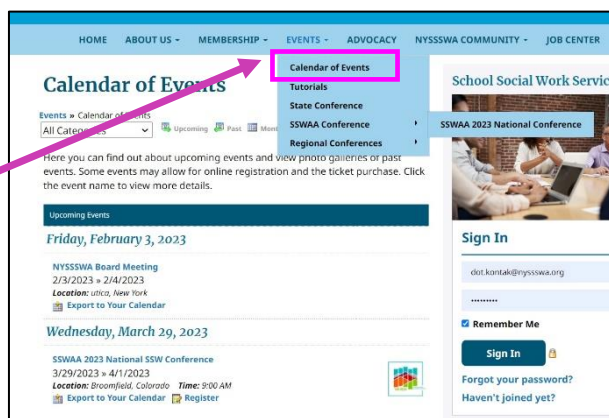
      ii. This will take you to a web page of information on the event
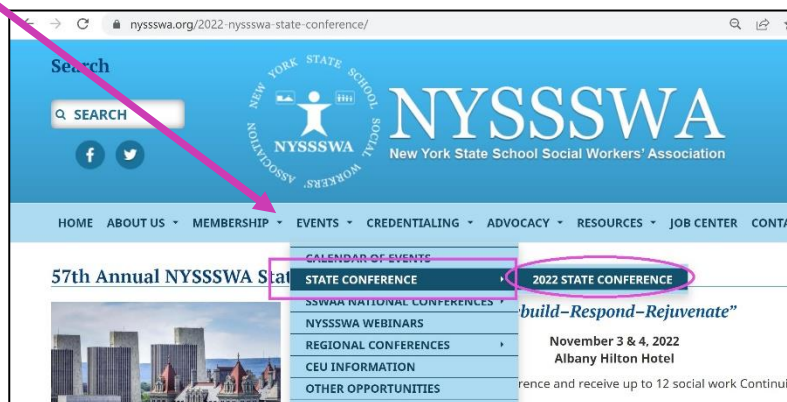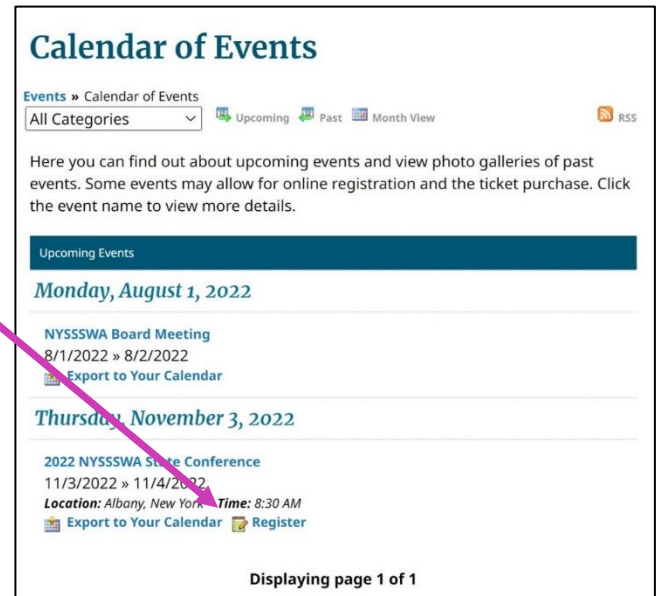
      iii. Click on the "Register" link or tab that is on the web page.

   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 ▾]   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
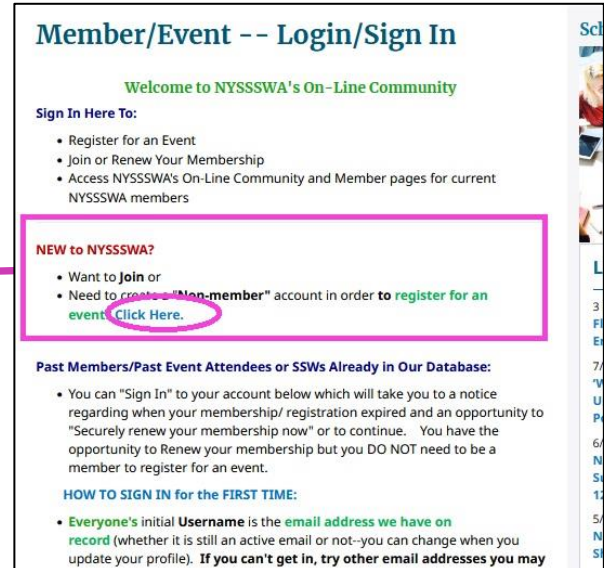
Thursday, November 3, 2022

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

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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 "**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:**
   a. 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.
   b. We invite you to become NYSSSWA Member.

4. **Membership Categories**
   a. This page lists the various Membership Categories and fees.

   b. 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.

   c. **To Become a Member:** Select your Membership Category.

   d. Then **"Continue".**

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

5. **Not ready to become a member?**
   a. Select the **"Non-Member"** option.
   b. Click **"Continue".**

6. **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 loose 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**.
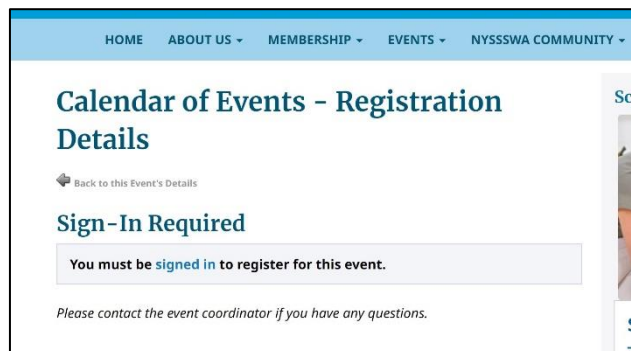
Registration Information
Username
First Name
Last Name

Continue

7. **Member Information**
   a. Note directions.
   b. Focus on *Required fields.

Calendar of Events – Registration Details

HOME   ABOUT US ▾   MEMBERSHIP ▾   EVENTS ▾   NYSSSWA COMMUNITY ▾

Back to this Event's Details

Sign-In Required

You must be **signed in** to register for this event.

Please contact the event coordinator if you have any questions.

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 *
Password *
Confirm Password *
E-Mail Address *
Confirm E-Mail *
Title   (Mr./Ms./Dr.)
Full Name *
Nick/Screen Name
Address *
Address Cont.
City/Town *
Country*   United States
State*
Postal Code *
Mobile
Alternate E-Mail

Professional Information
Organization *
Your Profession *
Primary Networking Region *   *What NYSSSWA Region would you like to be your primary contact region?*
Please indicate the type of school you work in. *
☐ (Select All/None)
☐ Alternative High School
☐ BOCES

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

9. **"Membership Upgrade Information" Prompt**
   a. Click **"Continue with Current Membership"** (*including* *"Non-Member".)*

10. **Thank You for Registering**
    a. *(Auto notification when you create an account or join.)*

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.
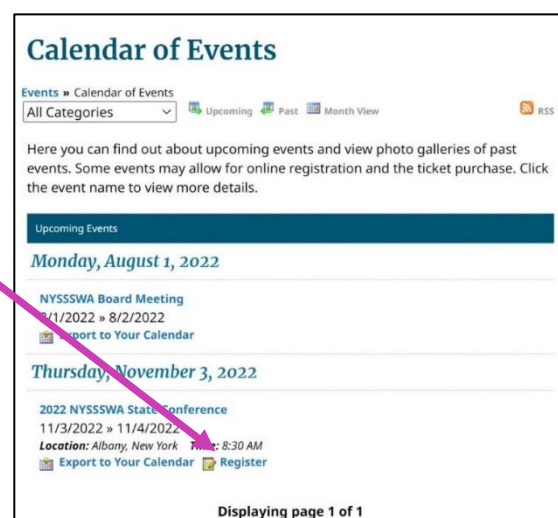
12. **Registration Page:** (See Instructions)

   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**".

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".**

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

   i. Make your Registration Selection

   ii. Verify your registration fee

   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).*

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

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

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

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).

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.

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.

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

17. **Review Confirmation Page.**

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

19. Click "**Complete Order"** when finished.
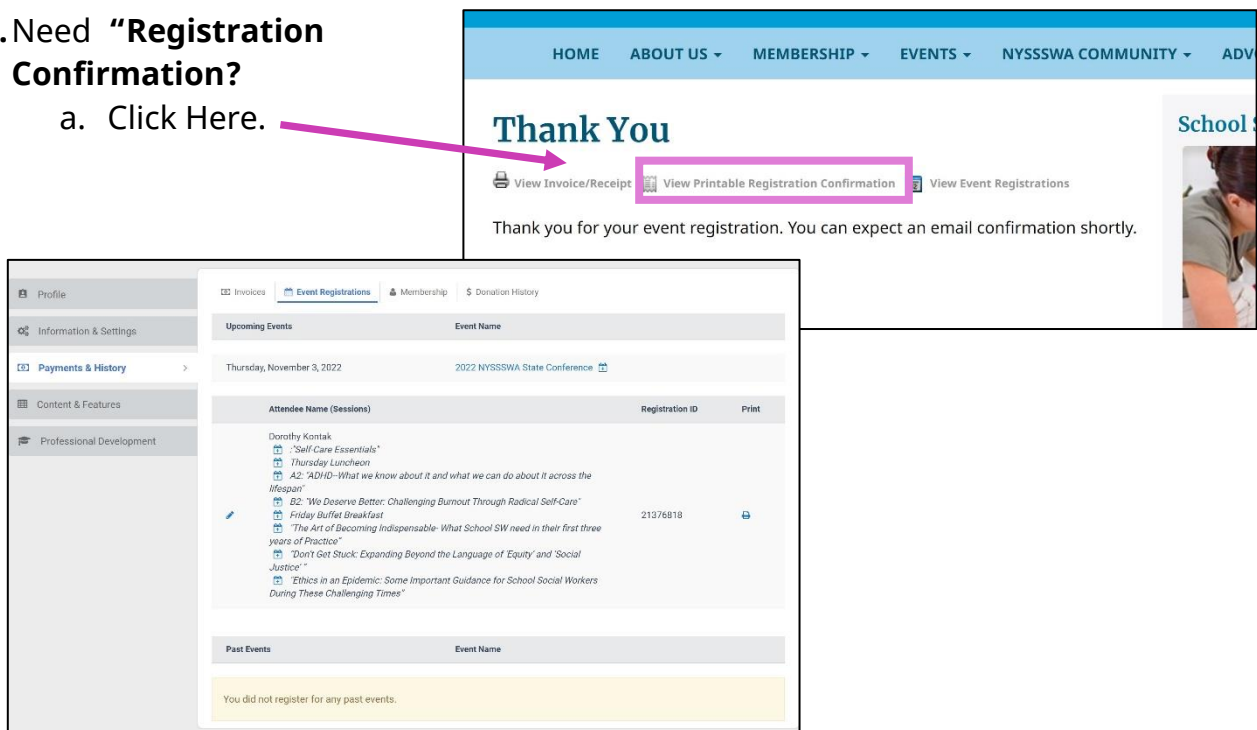
20. See **"Thank You"** page.
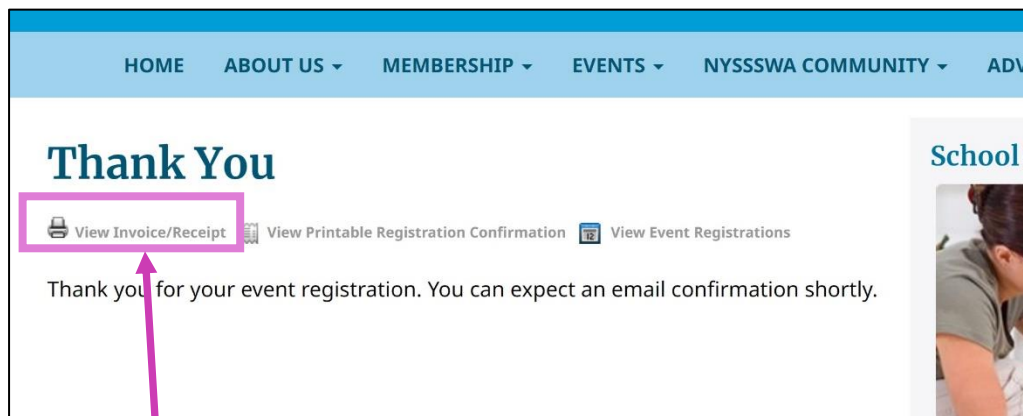
   a. **IF YOU ARE SUBMITTING A PURCHASE ORDER or need a receipt,** Click Here to get a copy of your **invoice**
   b. **Print & Submit to your Business Office.**

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

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

Click Here.

YOU'RE DONE!!!!

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