

New York State School Social Workers' Association

"NYSSSWA Past Members, Past Event Attendees, & SSWs Already in our Database – Non-Members --How to Register for an Event"

Thank you for your past membership and/or event registration and support of our profession. If you have received any emails from NYSSSWA, you still have an account with NYSSSWA and will need to access your account to register for a NYSSSWA event.

- Sign in with the following link: https://members.nyssswa.org/login.aspx
- 2. Note the instructions on how to sign in.



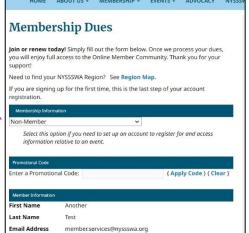
(There appear to be 2 different options that you may get after Logging in.)

3. OPTION ONE

 a. Click on "Securely renew your membership now".

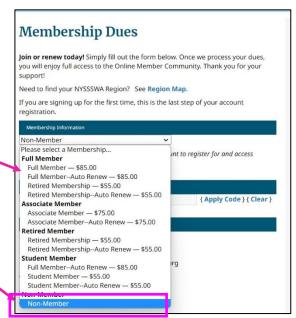


b. Click on "Membership Info" drop down.

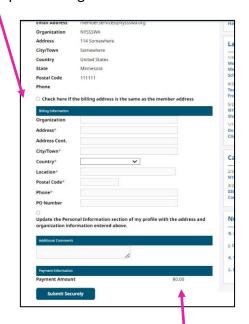


c. Select your "Membership" ...

- i. We would love for you to renew your membership or become a new member. If you are ready to join or renew, select your member type.
 (There is also an option to "autorenew" so you don't have to worry about your membership expiring.)
- ii. OR if you are not ready to join and wish to remain a "Non-member" and be able to register for an event or access your account information or certificates, click on "Non-Member" option (\$0 Fee). No other Member Benefits will apply to you as a "Non-Member".



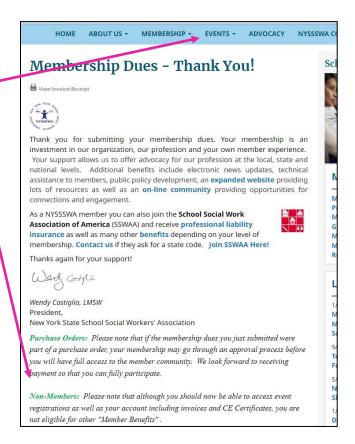
d. Complete Billing information



- e. Note the "Payment Amount".
 - i. Renewing Members will see their membership fee.
 - ii. If you selected "Non-Member", this amount will be \$0.00
- f. Click "Submit Securely".

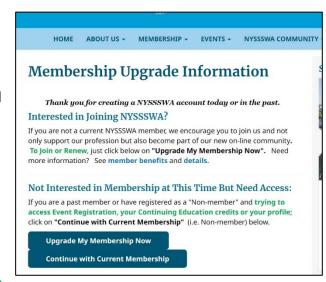


- 4. Membership "Thank You"
 - a. **Non-members:** Note Post script regarding account access.
 - b. From here you can' click on "Events".
 - c. Skip to **number 8.** below.



5. OPTION TWO

- a. "Upgrade" or "Continue"
 - i. You should get a notice to "Upgrade your Membership" (i.e. renew and support our profession and organization) or "Continue with Current Membership" (i.e. expired or Non-member account).
 - ii. If you would like to "Upgrade" (Renew) your membership and take advantage of lower
 - member conference rates as well as a year of Member Benefits, Click "Upgrade My Membership Now". See tutorial on "How to Renew My Membership" (Pending)
 - iii. If you only want to <u>Register for an Event</u> and not become a member, click on "Continue with Current Membership" (as a "Non-Member")



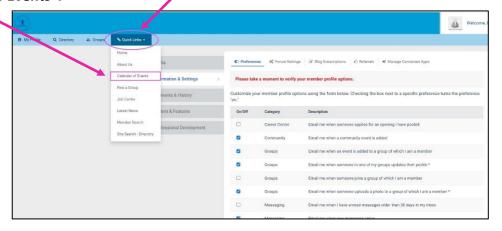
6. Register for the Event

a. Click on "Events" Tab.



- 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.



7. Registration Page: (See Instructions)

- a. **Attendee Type.** All registrants should select "**Attendee**" unless you are presenting.
 - i. "Presenters" and "Volunteers" await instructions.
 - ii. Click "Next".

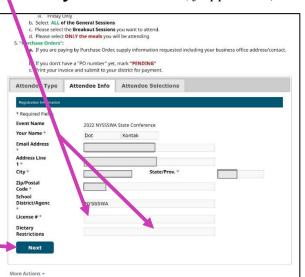
b. "Attendee Info":

i. Since you have Logged in, your information should automatically populate.

REGISTRATION PROCESS:

2. "Attendee Type"

- ii. Be sure to complete *Required fields.
- iii. Complete your **License #**. (It will be needed for your CE Certificate.)
- iv. Be sure to note any **'Dietary Restrictions'** (if applicable).



2022 NYSSSWA State Conference | Registration

If you are paying by Purchase Order, supply information requested including your business office address/contact.

1. You must Register Below to receive New York approved CE/CEUs

a: Please include any "Dietary Restrictions" 4. "Attendee Selections" tab:

a: All registrants should select "Attendee" unless you are presenting
 b: "Presenters" and "Volunteers" Please wait for instructions.
 Complete "Attendee Info"

tendee Selections' tab:

a. Make your Registration Selection
i. Full Conference
iii. Thursday Only
iii. Friday 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 crichase Orders':

b. If you don't have a "PO number" yet, mark "PENDING" c. Print your invoice and submit to your district for payment.

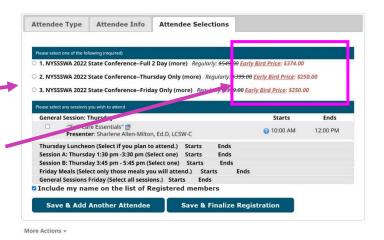
Attendee Type Attendee Info Attendee Selections

v. Click "Next".

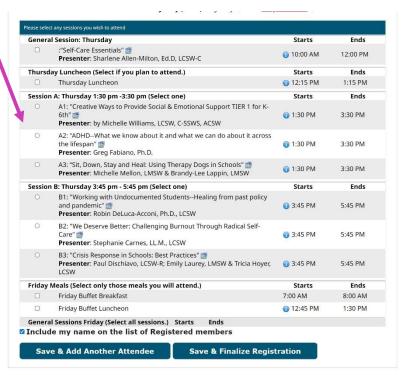
8. "Attendee Selections"

tab: (Pictured: 2022 Full Member State Conference Early Bird Pricing)

- a. Make your **Registration**Selection:
 - i. (Review your fee.)

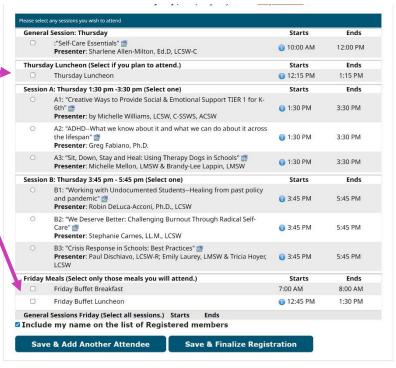


b. Please select the **Breakout Sessions** you plan to attend.



More Actions -

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



More Actions +

"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 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 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-Acconi, Ph.D., LCSW Save & Add Another Attendee B2: "We Deserve Better: Challenging Burnout Through Radical Self-Care" [5]
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 5:45 PM Friday Meals (Select only those meals you will attend.)
Friday Buffet Breakfast 12:45 PM Friday Buffet Luncheon 1:30 PM General Sessions Friday (Select all sessions.)

The Art of Becoming Indispensable- What School SW need in their first three years of Practice*
Presenter: Robin Deluca-Acconi, Ph.D., LCSW Starts Ends @ 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 "Ethics in an Epidemic: Some Important Guidance for School Social Workers During These Challenging Times"
Presenter: James Raines, Ph.D., MSSW 9. Check if you want others to know you are 10:30 AM 12:30 PM

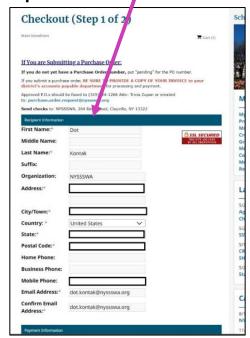
"Social Media and Its Impact on Child Safety"
Presenter: by Chris Smith, FBI Investigator & Dr. Adam Morris

Save & Add Another Attendee

d. Select ALL General Sessions (whether you plan to attend these or not).

- 10. Click "Save and Finalize Registration" to keep selections.
- 11. Check Out Step 1 of 2 Recipient Information:

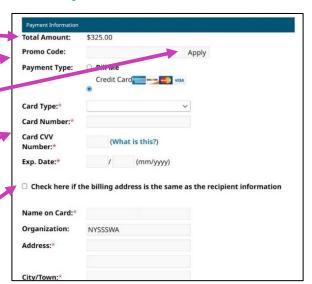
planning to attend.



- a. With your NYSSSWA member account, some information will be autopopulated.
- b. Just be sure to **complete the Required Fields*** (with asterisks).

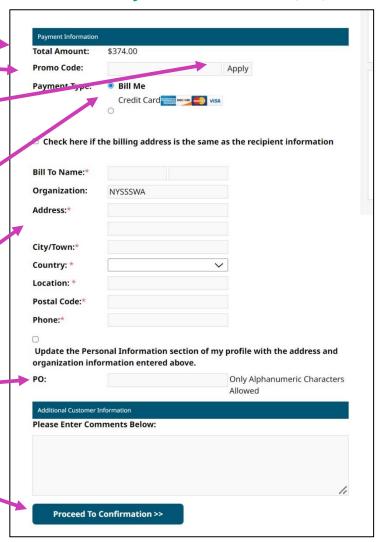
12. Check Out Step 1 of 2 - Payment Information—By Credit Card:

- 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.



13. 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.
- d. If you are paying by Purchase Order check "Bill Me".
- e. Supply "Billing
 Address" information including your business office address/contact.
- f. If you don't have a <u>"PO</u> number" yet, mark **"PENDING"** here.
- g. Done with Check out? Click "Proceed to Confirmation".



14. Review Confirmation Page.



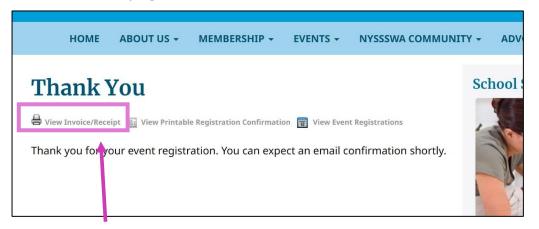


15. Click "Edit Cart" to see or make any changes.

16. Click "Complete Order" when finished.



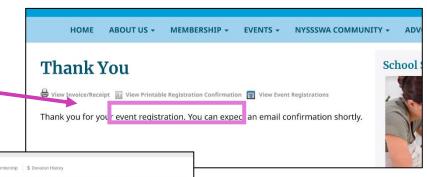
17. See "Thank You" page.

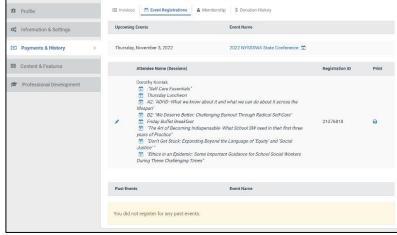


- a. IF YOU ARE SUBMITTING A PURCHASE ORDER or need a receipt:
- b. Click Here to get a copy of your invoice
- c. Print & Submit to your Business Office.

18. Need "Registration Confirmation?

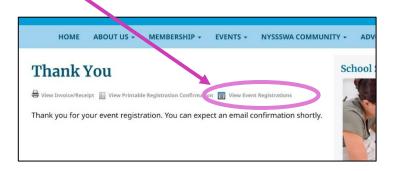
d. Click Here.





19. Need Event Registration/Confirmation & Itinerary?

e. Click Here.



20. YOU'RE DONE!!!

21. Still have questions?

Contact member.services@nyssswa.org

