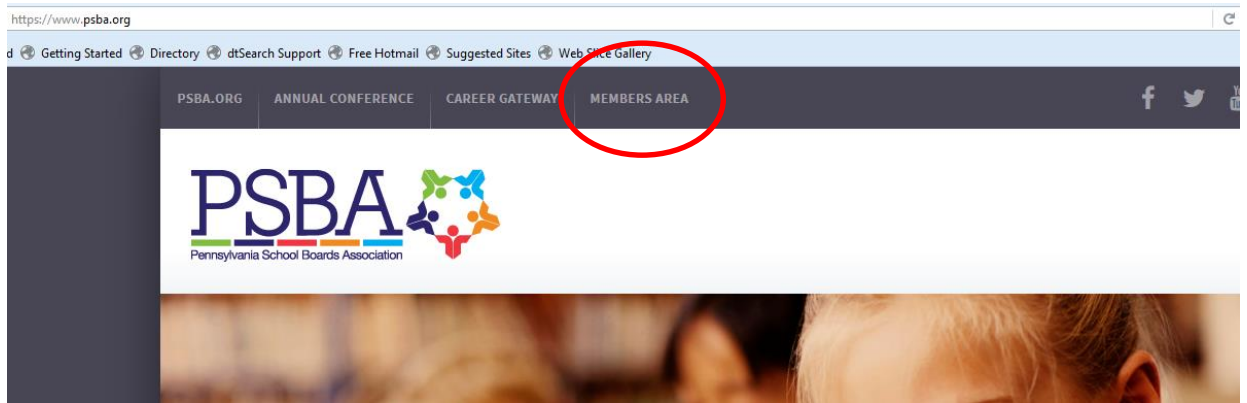


How to Register for a PSBA Event

1. Go to www.psba.org
2. Click on **Members Area** at the top, middle of the page



3. Enter your Username/email and password
 - a. If you have never logged in before, your Username is your email address and your Password is your first initial last name (all lowercase)

Example: James Smith from PSBA would be:

User Name: james.smith@psba.org

Password: jsmith



Members Area

Please login to view this page

Username

Password

Log In

4. After logging in, make sure that you have selected the correct Position under which you are registering (i.e., Board Member [Cumberland Valley S D])
5. click on **Store/Registration** on the right hand set of tabs.



Members Area

Hello, Heather Masshardt [Logout]

Position: Staff [PSBA]

Change

Welcome to the PSBA Member Portal. This site will connect you to the resources needed to support your work as a School Director. Use the menu to the right to choose from a number of options such as updating your profile and registering for events. Please check back regularly as this page is constantly updated.

Active Subscriptions (4)

Bulletin [Jump to Site]

Policy News Network (PNN) [Jump to Site]

Policy News Network Plus (PNN+) [Jump to Site]

MEMBERS AREA

My Profile

Store/Registration

Shopping Cart

Portal Admin

Portal Business Admin



6. A list of current events will then be displayed. Select the event you wish to attend:
 - a. 2016 School Leadership Conference
 - b. 2016 School Law Workshop
 - c. 2016 Student Delegate Program
 - d. 2016 School Board Secretaries and Affiliates Conference (DSBSA)

7. To register yourself or others:
 - a. To register **yourself**: Scroll down to the bottom of the screen. You will see a list of available sessions to pick from – make your selection and click **Register**.

- i. Review the items in your cart, if correct, click **Checkout** and move to step 8 below. **NOTE:** You will see a \$0.00 item for the overall event, and then an item for each session you have selected, with the appropriate price

Selected Items			
Items	Qty	Price	Total
✗ 2016 School Law Workshop - October 13, 2016 - Heather Masshardt	1	\$0.00	\$0.00
✗ 2016 School Law Workshop - October 13, 2016 - School Law Workshop Registration - Heather Masshardt	1	\$320.00	\$320.00
Grand Total:			\$320.00

- b. To register **others**: first click on the event in the Store/Registration page, scroll down and **Click to Register Others**
 - i. Under **Select Attendee**, make sure **Existing** is selected. Then, click on the drop down list of **Contacts** and select the person you wish to register.
 - ii. Select the **Position** of the person you are registering from the list.
 - iii. List any **Dietary Restrictions** in the next section
 - iv. Enter the **Name** and **Phone** number for **Emergency Contact**.
 - v. Scroll down to **Available Sessions** and select the session(s) they wish to attend.
 - vi. **Click Add Registrant**
You will see the registration appear in the **Selected Registrations** box

- vii. The **Bill To** information will automatically appear as your school entity; if the individual prefers to be billed or pay by personal credit card instead, select the **Bill To** item next to their registration in the **Selected Registrations** box—**NOTE:** this will bill all registrations in that box to that individual

The screenshot shows a registration interface. At the top, there is a 'Bill To:' label above a text input field containing 'PSBA' and a 'RESET' button. Below this is a section titled 'Selected Registrations' with a 'Bill To' label. It lists one registration: 'Cynthia Eckerd - 2016 Advanced School Finance Registration' with a red 'X' icon and a radio button. The bottom section is 'Available Sessions' with two items: '2016 Advanced School Finance Registration' (checked) and 'Optional Boxed Lunch - \$10' (unchecked). At the bottom are three buttons: 'ADD REGISTRANT', 'NEXT REGISTRANT', and 'CHECKOUT'.

- c. If you have others to register, click on **Next Registrant**, scroll to top of screen and go to step i and repeat the steps above. When you are done registering everyone, click **Checkout** and move to step 8 below.

Special Note – the **New** button under **Select Attendee** may only be used on events where we allow Guests or Students/Advisors. If you need to add a Guest or Student/Advisor, click the **New** button, select the **Position** (it will prompt you to select Advisor, Guest or Student) and follow the other steps above. **You will get a warning that Guests will be billed as a group with the others you register, so please register them separately if you need a separate invoice or want to bill the individual for their registration**

8. Review billing details for accuracy. Click **Next**
9. Review the items in the cart for accuracy. Select your **Payment Option**:
 - a. Credit card – enter your credit card information (Visa and MasterCard)
 - b. Bill organization – an invoice will be sent to your entity after the event
 - c. PO number – enter PO number to appear on invoice to be sent after the event
10. Click **Checkout**. Your receipt will then display on the screen. **You must print or save the receipt at this time. You are not able to access this screen again after you close your browser or navigate away from the page.**

FAQ:

What if I forget my username or password?

Contact Janelle at the PSBA office at 717-506-2450 OR janelle.hoch@psba.org

I'm receiving error messages when trying to register. Help!

Clear out your cache on your web browser and refresh your screen to see if that fixes it.

If not, take a screen shot of the pop-up message and send it to janelle.hoch@psba.org or call the PSBA office at 717-506-2450

How do I know what price I am paying?

Early bird pricing (August 1 through August 31) will automatically be calculated on your total.

For All Access members who receive a 15% discount, the discount will automatically be calculated on your total.