Welcome to the PSATS Online Member Portal and Registration for the 2014 Annual Educational Conference.

PSATS is implementing a new Internet-based membership database that will allow you to manage all of your township-related contact information and register for such events as the Annual Educational Conference. Because this is likely your first time accessing the membership database, known as the PSATS Member Portal, the following instructions will walk you through the process to set up an account and then register online for the Annual Conference.

Follow these instructions to make your experience easier. The process is divided into two sections:

1. Create an account
2. Register for the PSATS Annual Educational Conference

Create an account

To implement this new system, PSATS transferred more than a million member-related records from our old databases to the new online membership database. There is a good chance you are already in the system, but we need to make sure that we have the most accurate and up-to-date information, including your email address. The steps below walk you through the process of creating a new account or updating an existing account.

Step 1: Click here to access the new PSATS Member Portal: http://goo.gl/B8SRbY. You can also go to www.psats.org and click on the conference banner at the top of the page, then the “township” section, and then the online registration link.

At the bottom of the PSATS Member Portal page, click on the “Register for this Event” link.
Step 2: The next screen will prompt you to create an account or log in. If you have already created an account for the PSATS Member Portal, log in with your login ID and password and skip to Page 4 of this document to register for the conference. If this is your first visit to the PSATS Member Portal, you must create an account.

To create an account, enter your information in the proper fields.

You will need to include an email address to use the PSATS Member Portal. Each account must have a unique email address. The same email address may not be used for multiple individuals within the system.

After completing the fields with the proper information, click “Continue.” One of the two following boxes or the screen shown in Step 3 will appear.

If an account exists with the email address you entered, a screen similar to the one below will appear. An email will be sent to the email address you provided. Follow the instructions in this email to gain access to your account.
If some of the fields entered match accounts already in our system, a screen will appear similar to the one below. Disregard the accounts listed and click the “New Account” button.

Step 3: Complete the next page.

In completing this form, skip the “Organization Information” section. This will be filled in automatically later.

The fields with a “*” in the “Basic Information” section are required. A profile photo is optional and can be added later.

Please complete the “Phone Number” section with the proper information. Also click a fill-in dot to indicate which number you prefer PSATS to use when contacting you by phone.

Please complete the “Address Information” section with the proper information. At the bottom of this section, use the drop-down field to select the mailing address that you prefer PSATS to use when contacting you by mail.

Click “Next.”

Your account is now created. The next screen to appear is for the Conference Registration.
Register for the PSATS Annual Educational Conference

The first screen that appears will ask whether you are registering for the conference as a township member of PSATS or as a non-member. Click in the appropriate circle and then click “Continue.”
The next screen has basic questions about registration and event fees. Here, you will choose the special events you will be attending at the conference.

Enter the number of guest(s) you are bringing.

Do you need a room reservation? Check the first box if you do or the second box if no room is required.

Do you want to go to a special seminar?

Are you or your guest(s) attending any of these Sunday events?

Do you or your guest(s) want to tour the Capitol?

Does your guest want to attend any other special guest program?

New this year, you may pre-order boxed lunches. If you would like a boxed lunch, choose what type of sandwich you would like on which day.

Click “Continue” to proceed.
At the top of the next screen is the standard conference registration statement.

There are four questions to answer in this section. The Position/Title question is required. This is also the section to indicate if the registrant is the township’s voting delegate.

If additional information is needed for any of the items selected on the previous screen, questions will appear under the item name. In this example, there is a place to enter a guest name since “Guest Registration” was selected on the previous screen.

If you need to make changes to any of the items you chose on the previous screen, click “Back” at the bottom of the screen. When you click “Back,” the choices on the previous screen will be blank, and you will need to reselect all items.

If you indicated on the previous screen that you required lodging, you will provide relevant information and rank your lodging selections on this screen.

Click “Continue” to move on to the checkout screen.
The “Enter Billing Information” screen asks how you would like to pay for your conference registration: by credit/debit card or by check.

Click the button by the appropriate option, and then choose “Continue.” You will then be asked to enter the details of your payment information. Please remember that PSATS accepts only Discover, MasterCard, and Visa. We do not accept American Express.
The next screen gives the opportunity to review each item in your conference registration. Click “Place Order” to complete your registration.

When the process is complete, a confirmation page will appear stating that PSATS has received your registration. We encourage you to print this page for your records.

If you have any questions about your conference registration, please call PSATS at (717) 763-0930. See you in Hershey!