PHSA Event Registration Instructions

February, 2017
We hope that many of you have noticed the new look of the PHSA Website. We’re excited about both how the sites looks and functions.

These slides contain step by step instructions, along with screen shots, for how to register for any PHSA event either as an individual or as a program registering multiple staff and paying with one transaction.

A note about web browser compatibility: Because Microsoft has stopped updating Internet Explorer, it is not compatible with the new PHSA registration system. The system is compatible with Firefox, Chrome and Safari. One of these web browsers will need to be used to register for a PHSA event.

If after following these steps you still have questions or encounter a problem while registering, please don’t hesitate to contact anyone at the PHSA Office at 717-526-4646.
Logging In

Because we are using a completely new registration system, all users will need to create a new user account and password. The PHSA website contains instructions and screenshots for creating your user account.

These slides cover how to register for a PHSA event for users that have already set up a new user account.

Your old PHSA registration log in will not work.
Register for an Event: Selecting your Event

Click on the Event Calendar tab in the navigation pane at the top of any page on the PHSA website.
Registering for an Event: Selecting your Event Continued:

Click on the arrows at the top of the calendar to move from month to month. Select the month that the event you wish to register for takes place in.
Registering for an Event Selecting your Event Continued:

Find the event you want to register for and hover over its listing on the calendar until the pop-up window that shows additional information opens.

For dates with multiple events, make sure that you are hovering over the correct event.

Once you are sure that you are hovering over the correct event, click on the “Register Now” link in the pop-up window for that event.
Registering for an Event: Selecting your Tickets

To register for a PHSA event you must select a ticket type (number of days for multiple day events and member or non-member) and indicate the number of tickets.

You may select multiple ticket types and any amount of any ticket type you select simply by indicating the quantity that you would like to purchase.

Leave ticket types that you do not need at 0.
Registering for an Event: Selecting Your Tickets Continued:

Once you’ve selected the tickets you want, scroll to the bottom of the screen and hit the “Register Now” button.
Registering for an Event: Logging In:

Enter your username and password.

If you do not have a user account, please click on the “register for an account here” link.

After entering your username and password, click on the “Proceed to Attendee information” button.
Registering for an Event: Assigning Names to tickets selected

Prior to paying for your tickets, you must provide information about the individuals that will be using each ticket. The system will ask you for attendee information for each ticket type that you selected and you can see which ticket type it is asking for information on above the empty attendee fields. Please make sure to note which type the system is on so that you enter the correct attendee information under the correct ticket type.

In order to process your registration, we ask you to provide the following information. Please note that all fields marked with an asterisk (*) are required.

2017 PHSA Annual Conference

<table>
<thead>
<tr>
<th>Name and Description</th>
<th>Qty</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHSA Member Full Conference: Full Conference Registration for individuals who are members of PHSA (For 2017 PHSA Annual Conference)</td>
<td>2</td>
<td>$235.00</td>
<td>$470.00</td>
</tr>
</tbody>
</table>
Registering for an Event: Company Information

Enter your program/company information and then scroll down.
Registering for an Event: Person Completing Form

Enter the name of the person completing the registration. Although all registrants will need to provide this information, it becomes important when a representative from a program is registering multiple staff/parents from their program.

Personal Completing the Form

First Name of Person Completing the Form *
Jane

Last Name of Person Completing the Form *
Doe

Email Address *
karengrimmthomas@yahoo.com

Note: Changes made in your Personal Information details will be synced with your user profile.
Registering for an Event: Billing Information

If your Program’s billing information is different than the Program address that you just provided, enter your billing information.

If the billing information is the same as the Program address, skip this section by scrolling down.
Registering for an Event: Attendee #1

Please provide the information for the attendee that will be using the first ticket that you purchased.

Make sure to select a “Dietary Restrictions” choice from the drop down.
Registering for an Event:
Additional Attendees on the Same Ticket Type

You will be asked to provide additional attendee information for each ticket that you selected under the first ticket type.

Make sure to select the appropriate “Dietary Restrictions” choice from the drop down.
Registering for an Event: Additional Ticket Types

After you complete entering attendee information for all of the tickets you selected under the first ticket type, the system will then ask you to enter attendee information for any additional ticket types that you selected. You can find which ticket type the system is asking about by locating the description of the ticket that appears below the information for the attendees that you have already provided information for, but above the blank fields for the attendees who will be using the next type of ticket.

Details

<table>
<thead>
<tr>
<th>Name and Description</th>
<th>Qty</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHS A Member Wednesday Only: Wednesday only registration for individuals who are members of PHS A (For 2017 PHS A Annual Conference)</td>
<td>2</td>
<td>$190.00</td>
<td>$380.00</td>
</tr>
</tbody>
</table>
Registering for an Event: Additional Attendees using Additional Ticket Types

Provide information about the additional attendees that will be using the next ticket type.

The system will continue to provide you with empty fields until you complete entering information for the total number of tickets that you selected under each ticket type.
Registering for an Event: Payment Options

Once you have provided attendee information for each ticket that you have selected under each ticket type, click on the “Proceed to Payment Options” button below the final attendee information box.
Registering for an Event: Checking Out

Confirm that the number of tickets under each ticket type that you selected is correct.

If you were provided with a discount code for any reason, enter it in the space for “Promotional Code”.
Registering for an Event: Checking Out

If you select the “pay by credit card” radial button, you will see fields to input your credit card information.

After filling in the appropriate fields, select “Finalize Registration” button.
Registering for an Event: Checking Out

If you indicate that you would like to either pay by check or be invoiced, you will receive instructions for completing your payment after you select the “Finalize Registration” button.
Registering for an Event: Confirmation

After selecting your payment option and proceeding to final check out a confirmation screen will display. The screen is divided into 4 sections:

1. **Link to full Order Confirmation/receipt** – click here for a printer friendly copy of your order that can be used as a receipt or sent in with payment
2. **Registration Details** – provides the name of each attendee broken out by ticket type
3. **Transaction Details** – provides information on the total cost of the transaction, the status of the transaction and the primary registrant
4. **Payment Overview** – provides final instructions to complete your payment depending on the type of transaction that you selected (check, invoice or credit card)