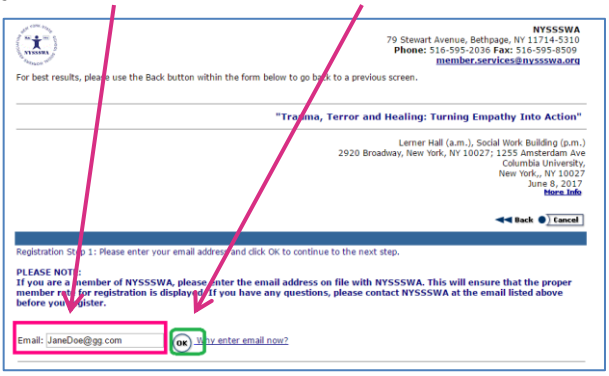
Columbia University Attendees: How to Register and Log In for an Event with 123Signup

1. If you are a Columbia University Field Instructor, Alumni, Student or Retired; please use the following instructions. If you are NOT affiliated with the university, please use the "Non-Members: How to Register and Log In for an Event..." *(Instructions and screen shots are different.)*
2. Locate event/registration on the NYSSSWA website's "Calendar of Events", 123Signup's Event page or use Registration URL
3. Click event link to access Registration.

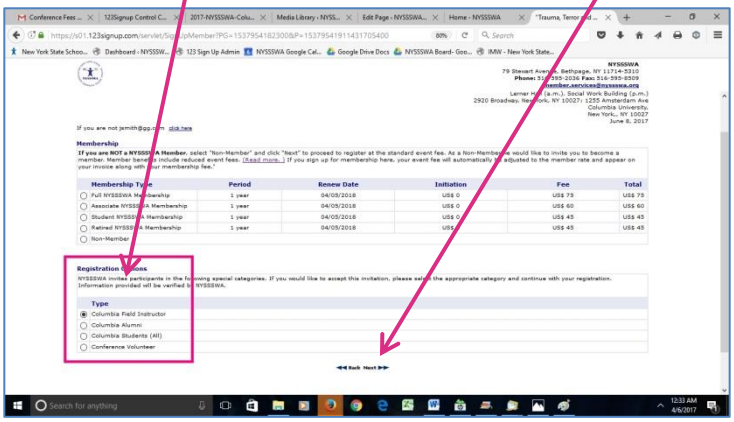
4. Log in on-line with 123SignUp.
   a. Enter your email address. Click "Ok".



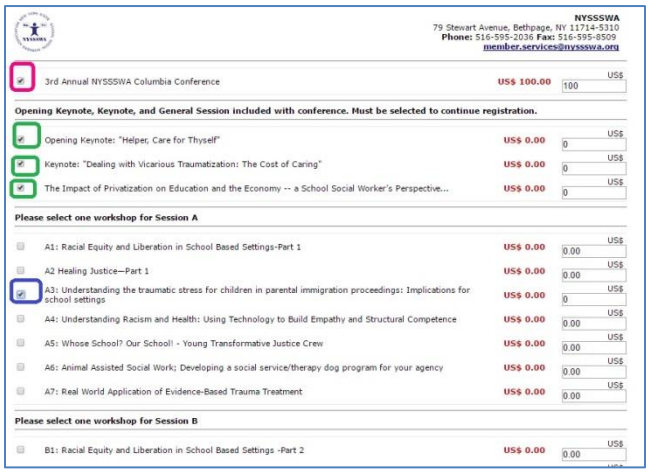
   i. We recommend that you use your personal email address.
   ii. Your email address is used by the system as your user name.

   b. Since your email address will not be recognized as a member, you will see the following. Click "Continue".

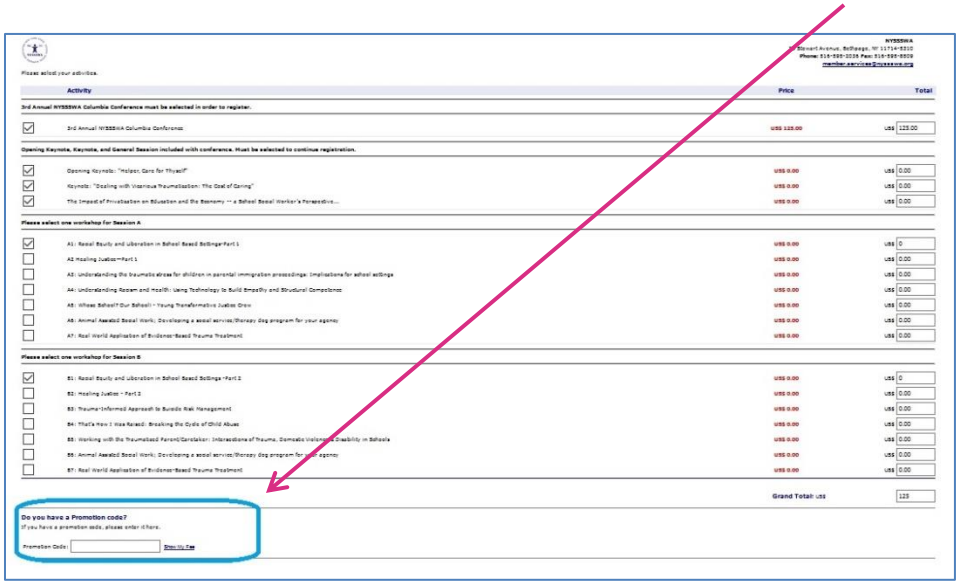
   c. Select "the appropriate category of Columbia Attendee. If you are using a promotional code, your code must be in line with your Registration "Type" listed here. Click "Next".



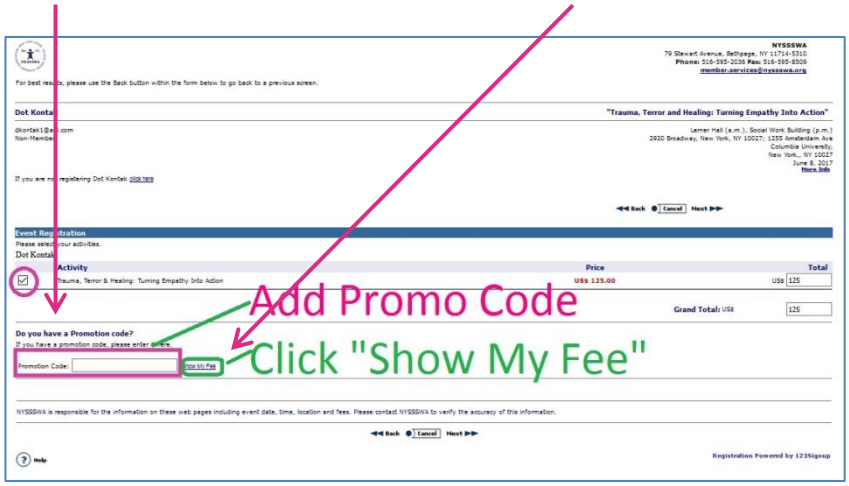
d. Make your conference & workshop selections on this page



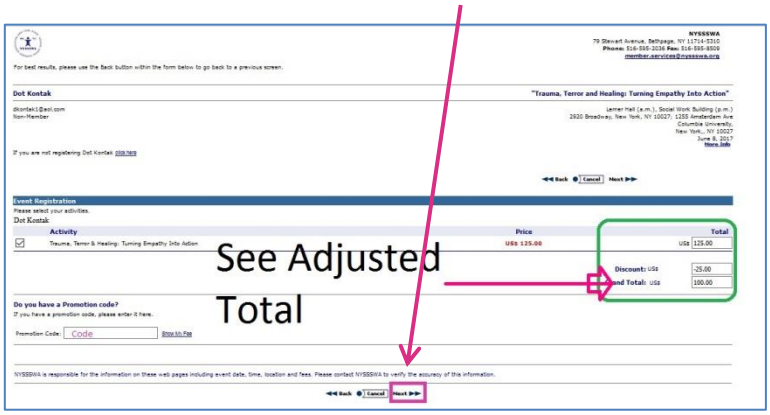
e. At the bottom of the workshop selection page is the area to submit a promotional code if you have one.



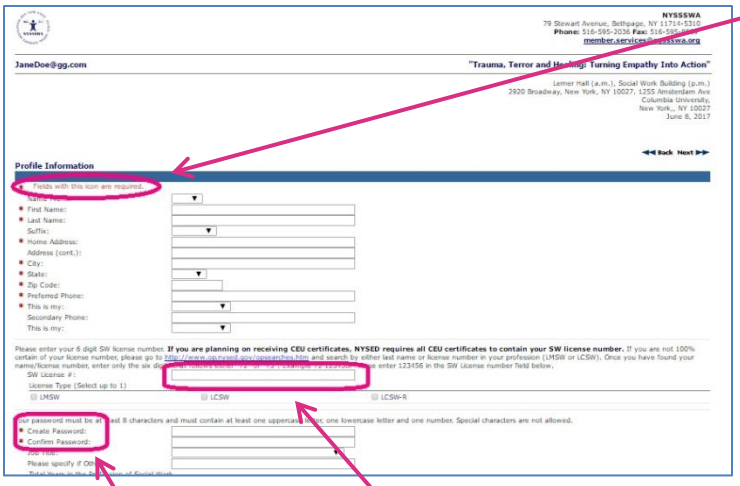
f. Enter the Promotional Code provided to you. Be sure to **click "Show My Fee".**



g. Your Event Fee will automatically adjust. Click "Next"



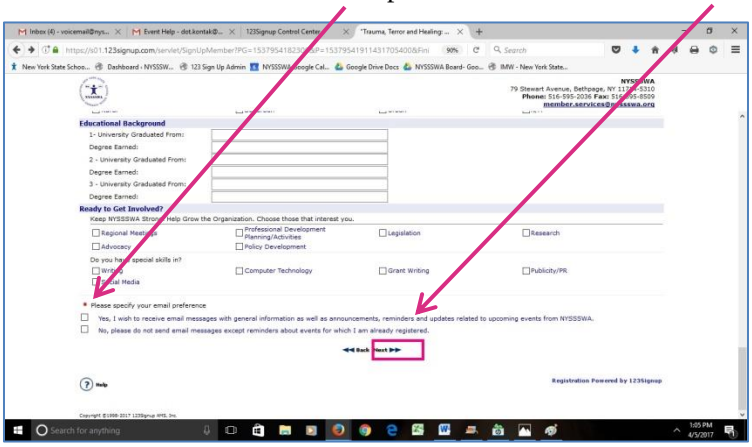
h. Complete your Profile Information as you desire. You **must** at least complete all asterisk "Required" fields.



i. **Be sure to include your New York License number here** or it will NOT appear on your CEU certificate.

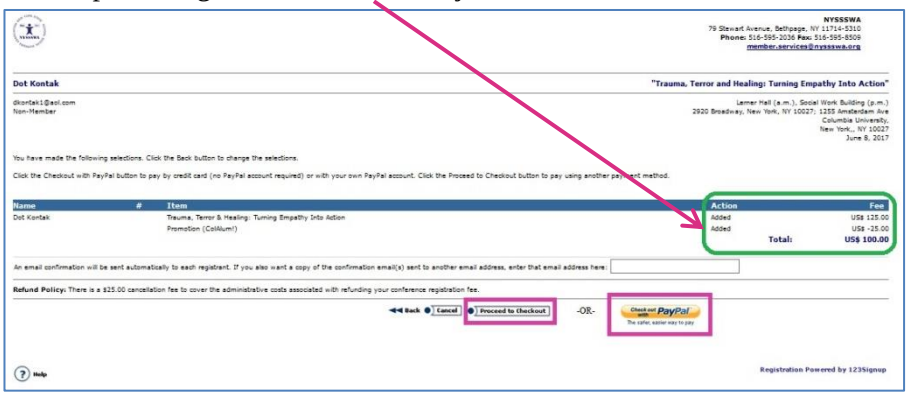
j. This is also where you will create your password. Please remember it for future access to your profile and to obtain your CEU Certificate.

k. Scroll down to the bottom. Select Email preferences and click "Next".

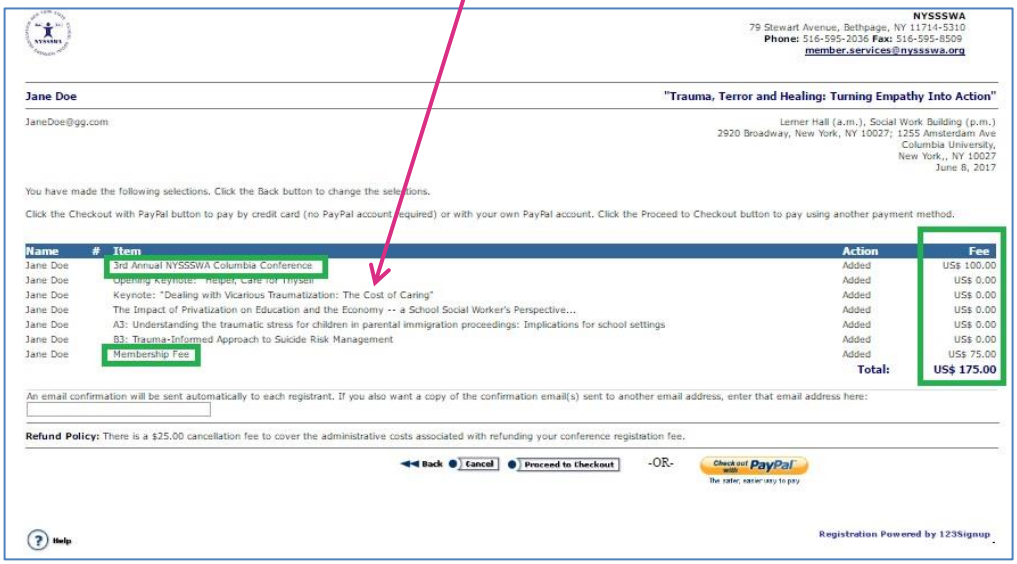


l. You will then see a summary of your event & workshop selections, fees and Grand Total.

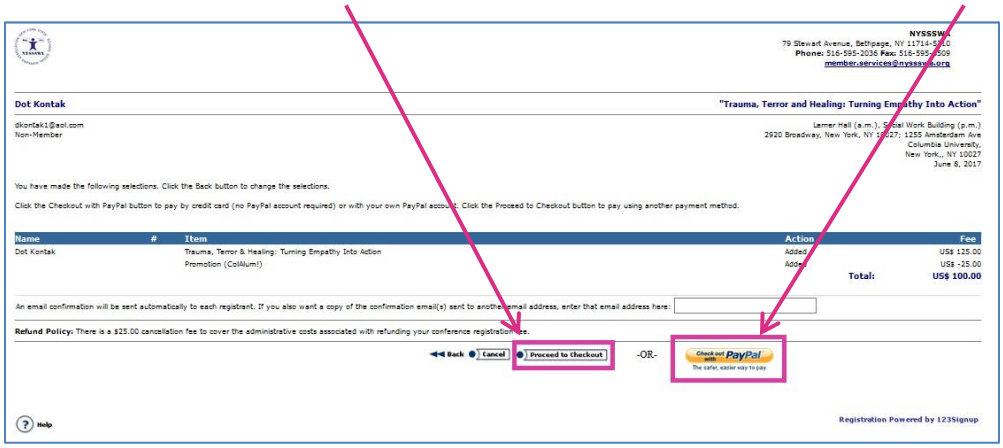
i. Example noting Promotional Fee Adjustment



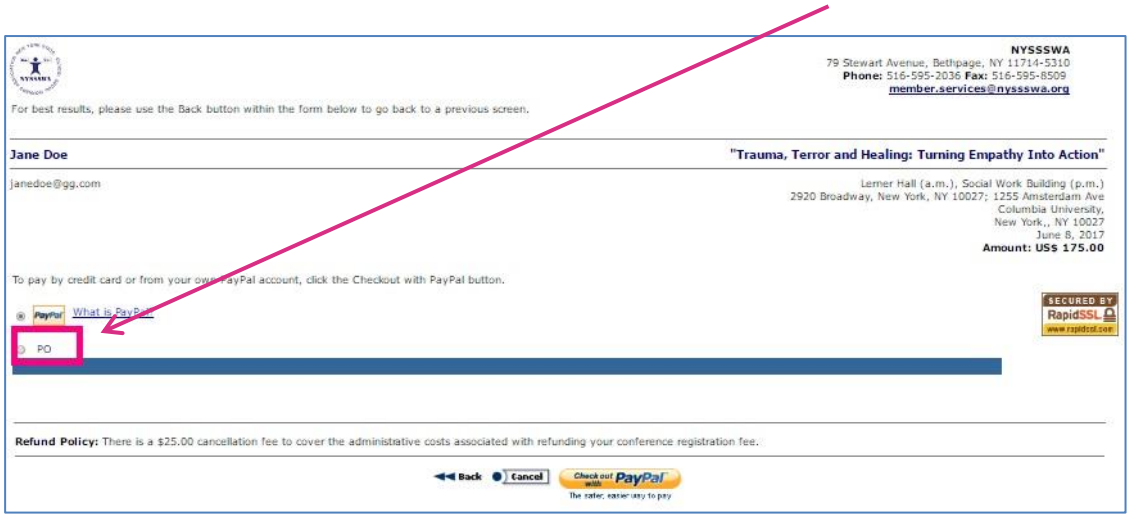
ii. Example with Conference Fee and Workshop Selections. *(Note: Your summary will not include a Membership Fee.)*



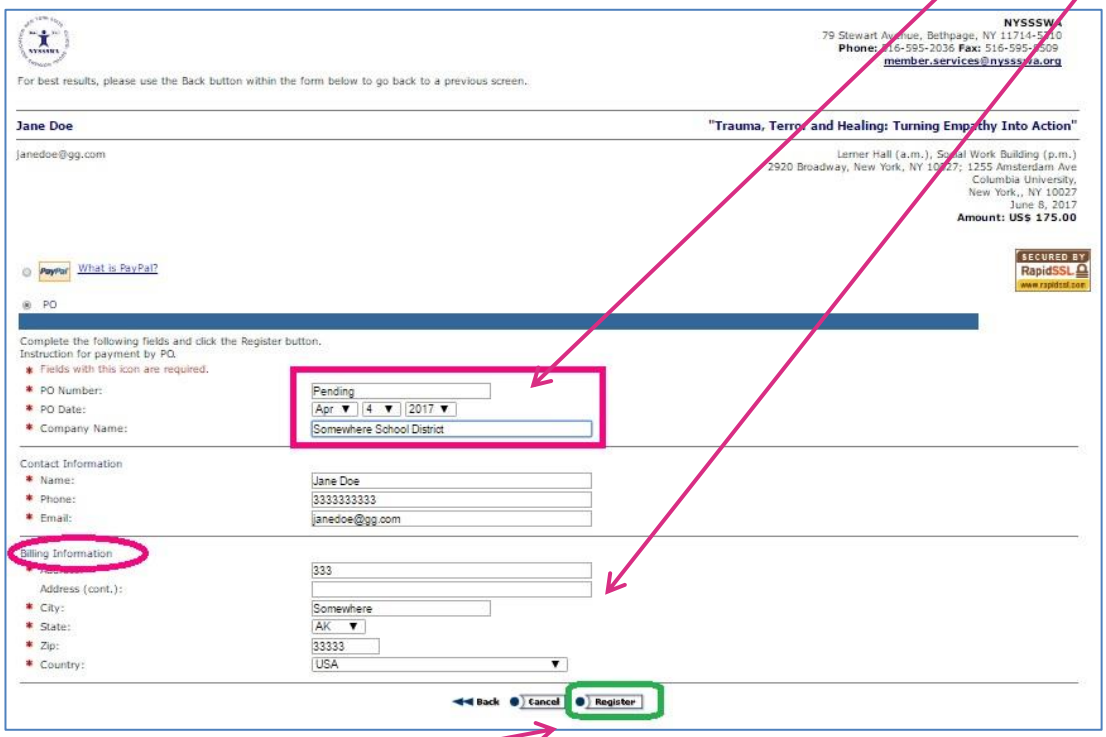
m. Click "Proceed to Checkout" for payment or if you have a Purchase Orders <u>OR</u> select "Paypal" to use Paypal



n. The Checkout page provides 2 options: Paypal or "PO". **Select "PO" for processing Purchase Orders.**

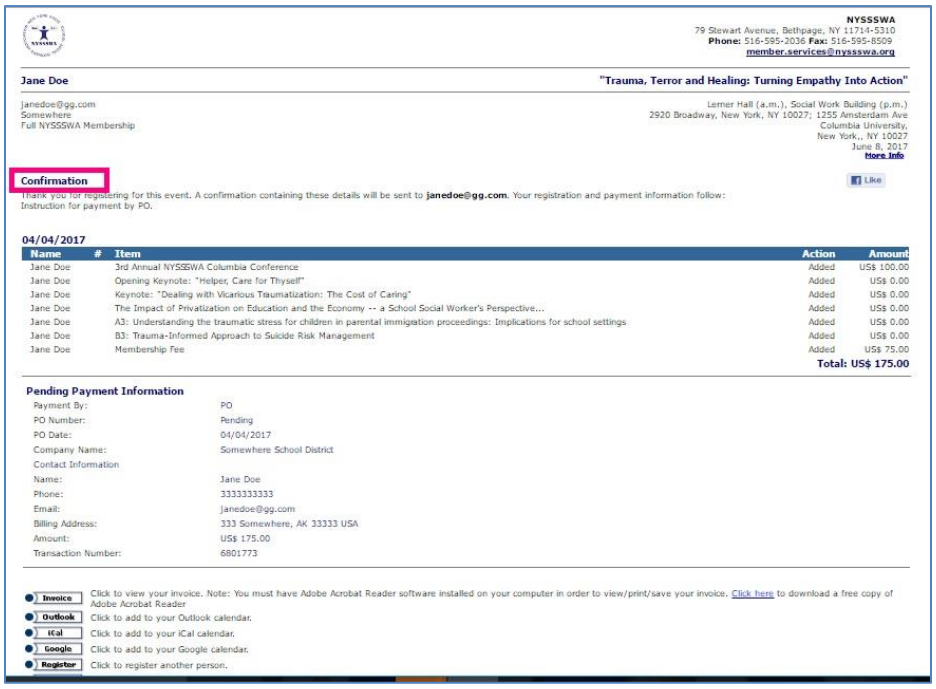


o. If submitting a Purchase Order, please include known information including Purchase Order Number (or "Pending"), Date, and "Company"/school district, etc. Be sure to include the Purchase Order's Billing Address.



p. Click "Register"

q. The next and LAST page is your "Confirmation" page providing a summary of your selections, fees and payment information. At the bottom of the page are other options including if you would like to register another person. You MUST have at least their email address to do this.



NYSSSWA
79 Stewart Avenue, Bethpage, NY 11714-5310
Phone: 516-595-2036 **Fax:** 516-595-8509
member.services@nyssswa.org

Jane Doe

janedoe@gg.com
Somewhere
Full NYSSSWA Membership

"Trauma, Terror and Healing: Turning Empathy Into Action"

Lerner Hall (a.m.), Social Work Building (p.m.)
2920 Broadway, New York, NY 10027; 1255 Amsterdam Ave
Columbia University,
New York,, NY 10027
June 8, 2017
More Info

Like

Confirmation

Thank you for registering for this event. A confirmation containing these details will be sent to **janedoe@gg.com**. Your registration and payment information follow:
Instruction for payment by PO.

04/04/2017

Name	#	Item	Action	Amount
Jane Doe		3rd Annual NYSSSWA Columbia Conference	Added	US$ 100.00
Jane Doe		Opening Keynote: "Helper, Care for Thyself"	Added	US$ 0.00
Jane Doe		Keynote: "Dealing with Vicarious Traumatization: The Cost of Caring"	Added	US$ 0.00
Jane Doe		The Impact of Privatization on Education and the Economy -- a School Social Worker's Perspective...	Added	US$ 0.00
Jane Doe		A3: Understanding the traumatic stress for children in parental immigration proceedings: Implications for school settings	Added	US$ 0.00
Jane Doe		B3: Trauma-Informed Approach to Suicide Risk Management	Added	US$ 0.00
Jane Doe		Membership Fee	Added	US$ 75.00
				Total: US$ 175.00

Pending Payment Information

Payment By:	PO
PO Number:	Pending
PO Date:	04/04/2017
Company Name:	Somewhere School District
Contact Information	
Name:	Jane Doe
Phone:	3333333333
Email:	janedoe@gg.com
Billing Address:	333 Somewhere, AK 33333 USA
Amount:	US$ 175.00
Transaction Number:	6801773

Invoice — Click to view your invoice. Note: You must have Adobe Acrobat Reader software installed on your computer in order to view/print/save your invoice. Click here to download a free copy of Adobe Acrobat Reader
Outlook — Click to add to your Outlook calendar.
iCal — Click to add to your iCal calendar.
Google — Click to add to your Google calendar.
Register — Click to register another person.

YOU DID IT!

(If you have difficulties and still need assistance, contact support@123signup.com