

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



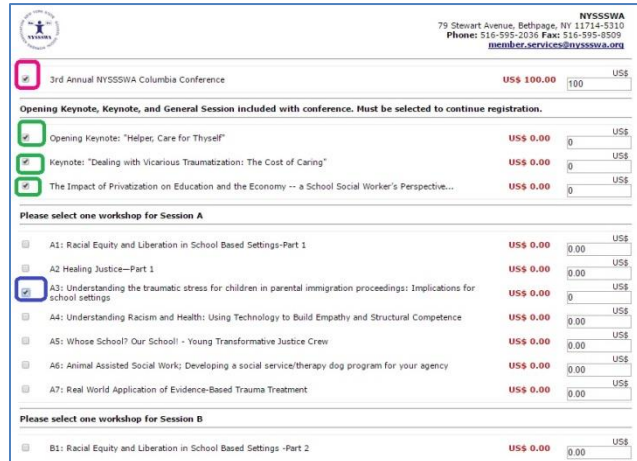
1. If you are a Columbia University Field Instructor, Alumni, Student or Retired; please use the following instructions. If you are NOT affiliated with the university, please use the “Non-Members: How to Register and Log In for an Event...” (*Instructions and screen shots are different.*)
2. Locate event/registration 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



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

☒ 3rd Annual NYSSSWA Columbia Conference US\$ 100.00 100 US\$

Opening Keynote, Keynote, and General Session included with conference. Must be selected to continue registration.

☒ Opening Keynote: "Helper, Care for Thyself" US\$ 0.00 0 US\$

☒ Keynote: "Dealing with Vicarious Traumatization: The Cost of Caring" US\$ 0.00 0 US\$

☒ The Impact of Privatization on Education and the Economy -- a School Social Worker's Perspective... US\$ 0.00 0 US\$

Please select one workshop for Session A

☐ A1: Racial Equity and Liberation in School Based Settings-Part 1 US\$ 0.00 0.00 US\$

☐ A2: Healing Justice--Part 1 US\$ 0.00 0.00 US\$

☒ A3: Understanding the traumatic stress for children in parental immigration proceedings: Implications for school settings US\$ 0.00 0.00 US\$

☐ A4: Understanding Racism and Health: Using Technology to Build Empathy and Structural Competence US\$ 0.00 0.00 US\$

☐ A5: Whose School? Our School! - Young Transformative Justice Crew US\$ 0.00 0.00 US\$

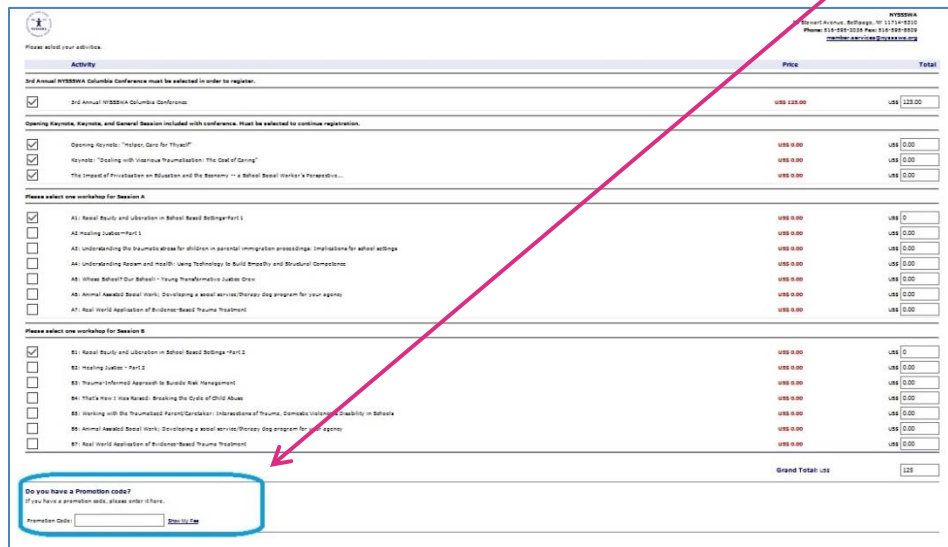
☐ A6: Animal Assisted Social Work: Developing a social service/therapy dog program for your agency US\$ 0.00 0.00 US\$

☐ A7: Real World Application of Evidence-Based Trauma Treatment US\$ 0.00 0.00 US\$

Please select one workshop for Session B

☐ B1: Racial Equity and Liberation in School Based Settings -Part 2 US\$ 0.00 0.00 US\$

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



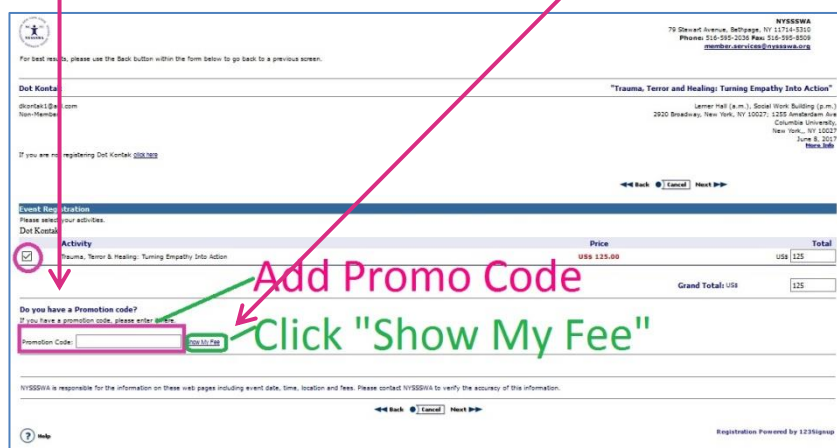
Please select your activities:

Activity	Price	Total
<input checked="" type="checkbox"/> 3rd Annual NYSSSWA Columbia Conference	US\$ 100.00	US\$ 100.00
Opening Keynote, Keynote, and General Session included with conference. Must be selected to continue registration.		
<input checked="" type="checkbox"/> Opening Keynote: "Helper, Care for Thyself"	US\$ 0.00	US\$ 0.00
<input checked="" type="checkbox"/> Keynote: "Dealing with Vicarious Traumatization: The Cost of Caring"	US\$ 0.00	US\$ 0.00
<input checked="" type="checkbox"/> The Impact of Privatization on Education and the Economy -- a School Social Worker's Perspective...	US\$ 0.00	US\$ 0.00
Please select one workshop for Session A		
<input checked="" type="checkbox"/> A1: Racial Equity and Liberation in School Based Settings-Part 1	US\$ 0.00	US\$ 0.00
<input type="checkbox"/> A2: Healing Justice--Part 1	US\$ 0.00	US\$ 0.00
<input type="checkbox"/> A3: Understanding the traumatic stress for children in parental immigration proceedings: Implications for school settings	US\$ 0.00	US\$ 0.00
<input type="checkbox"/> A4: Understanding Racism and Health: Using Technology to Build Empathy and Structural Competence	US\$ 0.00	US\$ 0.00
<input type="checkbox"/> A5: Whose School? Our School! - Young Transformative Justice Crew	US\$ 0.00	US\$ 0.00
<input type="checkbox"/> A6: Animal Assisted Social Work: Developing a social service/therapy dog program for your agency	US\$ 0.00	US\$ 0.00
<input type="checkbox"/> A7: Real World Application of Evidence-Based Trauma Treatment	US\$ 0.00	US\$ 0.00
Please select one workshop for Session B		
<input checked="" type="checkbox"/> B1: Racial Equity and Liberation in School Based Settings -Part 2	US\$ 0.00	US\$ 0.00
<input type="checkbox"/> B2: Healing Justice - Part 2	US\$ 0.00	US\$ 0.00
<input type="checkbox"/> B3: Trauma-Informed Approach to Racial Health Management	US\$ 0.00	US\$ 0.00
<input type="checkbox"/> B4: What's New? Trauma-Informed: Breaking the Cycle of Child Abuse	US\$ 0.00	US\$ 0.00
<input type="checkbox"/> B5: Working with the Traumatized Parent/Guardian: Interventions of Trauma, Domestic Violence, Disability in Schools	US\$ 0.00	US\$ 0.00
<input type="checkbox"/> B6: Animal Assisted Social Work: Developing a social service/therapy dog program for your agency	US\$ 0.00	US\$ 0.00
<input type="checkbox"/> B7: Real World Application of Evidence-Based Trauma Treatment	US\$ 0.00	US\$ 0.00
Grand Total: US\$		100

Do you have a Promotion code?
If you have a promotion code, please enter it here.

Promotion Code: [Show My Fee](#)

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



For best results, please use the Back button within the form below to go back to a previous screen.

Dot Korta
dkorta1@gmail.com
Non-Member

If you are re-registering Dot Korta: [Click Here](#)

Event Registration
Please select your activities.

Activity	Price	Total
<input checked="" type="checkbox"/> Trauma, Terror and Healing: Turning Empathy Into Action	US\$ 125.00	US\$ 125.00
Grand Total: US\$		125

Do you have a Promotion code?
If you have a promotion code, please enter it here.

Promotion Code: [Show My Fee](#)

NYSSSWA is responsible for the information on these web pages including event date, time, location and fees. Please contact NYSSSWA to verify the accuracy of this information.

Registration Powered by 123Signup

- g. Your Event Fee will automatically adjust. Click “Next”

The screenshot shows the registration form for the event "Trauma, Terror and Healing: Turning Empathy Into Action". The user is Jane Doe. The form displays the event fee as \$135.00. A green box highlights the "Total" section, which shows a discount of \$25.00 and a final total of \$100.00. A pink arrow points from the text "See Adjusted Total" to the "Total" section. Another pink arrow points from the "Next" button at the bottom right of the form.

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

The screenshot shows the "Profile Information" section of the registration form. It includes fields for Name (First, Last, Suffix), Address (Street, City, State, Zip Code), Phone (Primary, Secondary), and Email. A pink box highlights the "Required" fields, which are marked with an asterisk (*). Another pink box highlights the "SW License" field, which is also required. A pink arrow points from the text "You must at least complete all asterisk 'Required' fields." to the "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”.

The screenshot shows the "Ready to Get Involved?" section of the registration form. It includes a section for "Educational Background" and a section for "Ready to Get Involved?". The "Ready to Get Involved?" section has checkboxes for various interests: Regional Meetings, Professional Development, Advocacy, Policy Development, Grant Writing, and Publicity/PR. A pink arrow points from the text "Select Email preferences and click 'Next'." to the "Please specify your email preference" section, which has checkboxes for "Yes, I wish to receive email messages with general information as well as announcements, reminders and updates related to upcoming events from NYSSWA." and "No, please do not send email messages except reminders about events for which I am already registered." Another pink arrow points from the "Next" button at the bottom right of the form.

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

i. Example noting Promotional Fee Adjustment

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

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

Dot Kontak
dotkontak1@aol.com
Non-Member

You have made the following selections. Click the Back button to change the selections.
Click the Checkout with PayPal button to pay by credit card (no PayPal account required) or with your own PayPal account. Click the Proceed to Checkout button to pay using another payment method.

Name	#	Item	Action	Fee
Dot Kontak		Trauma, Terror & Healing: Turning Empathy Into Action	Added	US\$ 125.00
		Promotion (Column)	Added	US\$ -25.00
Total:				US\$ 100.00

An email confirmation will be sent automatically to each registrant. If you also want a copy of the confirmation email(s) sent to another email address, enter that email address here: _____

Refund Policy: There is a \$25.00 cancellation fee to cover the administrative costs associated with refunding your conference registration fee.

[Back](#) [Cancel](#) [Proceed to Checkout](#) -OR- [Checkout with PayPal](#)
The safer, easier way to pay

Registration Powered by 123Signup

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

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

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

Jane Doe
JaneDoe@gg.com

You have made the following selections. Click the Back button to change the selections.
Click the Checkout with PayPal button to pay by credit card (no PayPal account required) or with your own PayPal account. Click the Proceed to Checkout button to pay using another payment method.

Name	#	Item	Action	Fee
Jane Doe		3rd Annual NYSSSWA Columbia Conference	Added	US\$ 100.00
Jane Doe		Opening Keynote: "Help, I'm Not Okay"	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

An email confirmation will be sent automatically to each registrant. If you also want a copy of the confirmation email(s) sent to another email address, enter that email address here: _____

Refund Policy: There is a \$25.00 cancellation fee to cover the administrative costs associated with refunding your conference registration fee.

[Back](#) [Cancel](#) [Proceed to Checkout](#) -OR- [Checkout with PayPal](#)
The safer, easier way to pay

Registration Powered by 123Signup

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

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

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

Dot Kontak
dotkontak1@aol.com
Non-Member

You have made the following selections. Click the Back button to change the selections.
Click the Checkout with PayPal button to pay by credit card (no PayPal account required) or with your own PayPal account. Click the Proceed to Checkout button to pay using another payment method.

Name	#	Item	Action	Fee
Dot Kontak		Trauma, Terror & Healing: Turning Empathy Into Action	Added	US\$ 125.00
		Promotion (Column)	Added	US\$ -25.00
Total:				US\$ 100.00

An email confirmation will be sent automatically to each registrant. If you also want a copy of the confirmation email(s) sent to another email address, enter that email address here: _____

Refund Policy: There is a \$25.00 cancellation fee to cover the administrative costs associated with refunding your conference registration fee.

[Back](#) [Cancel](#) [Proceed to Checkout](#) -OR- [Checkout with PayPal](#)
The safer, easier way to pay

Registration Powered by 123Signup

- n. The Checkout page provides 2 options: Paypal or “PO”. Select “PO” for processing Purchase Orders.

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Phone: 516-595-2036 Fax: 516-595-8509
member.services@nysswa.org

For best results, please use the Back button within the form below to go back to a previous screen.

Jane Doe "Trauma, Terror and Healing: Turning Empathy Into Action"
janedoe@gg.com

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
Amount: US\$ 175.00

To pay by credit card or from your own PayPal account, click the Checkout with PayPal button.

☒ PayPal [What is PayPal?](#)
☐ PO

SECURED BY
RapidSSL
www.rapidssl.com

Refund Policy: There is a \$25.00 cancellation fee to cover the administrative costs associated with refunding your conference registration fee.

[Back](#) [Cancel](#) [Checkout with PayPal](#)
the safer, easier way to pay

- 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.

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

For best results, please use the Back button within the form below to go back to a previous screen.

Jane Doe "Trauma, Terror and Healing: Turning Empathy Into Action"
janedoe@gg.com

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
Amount: US\$ 175.00

☒ PayPal [What is PayPal?](#)
☐ PO

Complete the following fields and click the Register button.
Instruction for payment by PO.
Fields with this icon are required.

PO Number: Pending
PO Date: Apr 4 2017
Company Name: Somewhere School District


Contact Information
Name: Jane Doe
Phone: 3333333333
Email: janedoe@gg.com

Billing Information
Address: 333
Address (cont.):
City: Somewhere
State: AK
Zip: 33333
Country: USA

[Back](#) [Cancel](#) [Register](#)

- 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.



NYSSWA
79 Stewart Avenue, Bethpage, NY 11714-5310
Phone: 516-895-2036 Fax: 516-895-8509
member.services@nysswa.org

Jane Doe
janedoe@gg.com
Somewhere
Full NYSSWA 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](#)

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.

[Like](#)

04/04/2017

Name	#	Item	Action	Amount
Jane Doe		3rd Annual NYSSWA 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