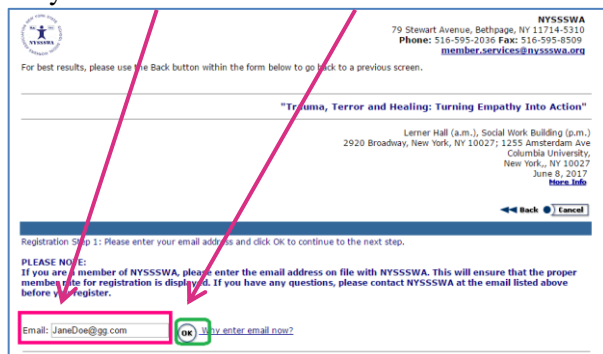
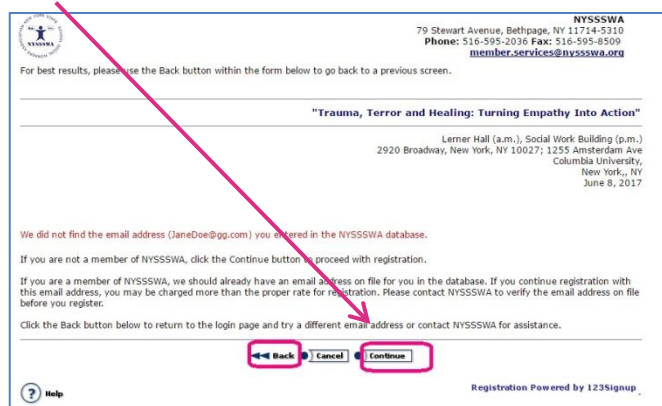


## Non-Members: How to Register and Log In for an Event with 123Signup

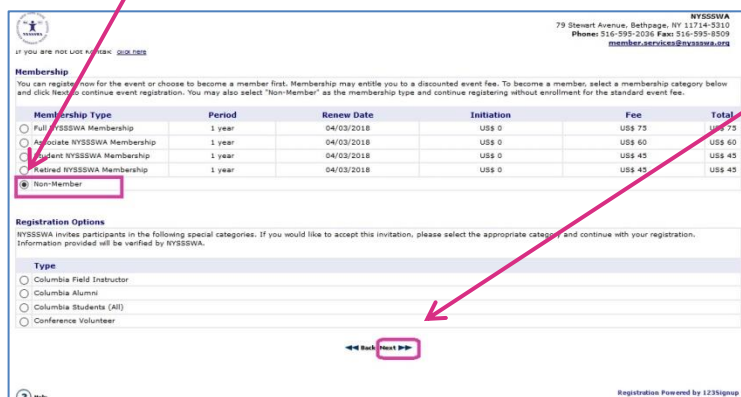
1. Locate event/registration on the NYSSSWA website's "Calendar of Events", 123Signup's Event page or use Registration URL
2. Click event link to access Registration.
3. **Non-Members:** Log in on-line with 123SignUp.
  - a. Enter your email address. Click "Ok".



- 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 "Non-Member" to proceed with the Non-member standard event fee and click "Next".



- d. As a Non-Member, we would like to invite you to become a member and have included an **option** for membership (not required). Member benefits include reduced event fees. ([Read More Benefits.](#)) If you would like to become a NYSSSWA member you can join here and click “Next”.

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

Membership Type	Period	Renew Date	Fee	Discount	Total
<input checked="" type="radio"/> Full NYSSSWA Membership	1 year	04/04/2018	US\$ 0	US\$ 75	US\$ 75
<input type="radio"/> Associate NYSSSWA Membership	1 year	04/04/2018	US\$ 0	US\$ 60	US\$ 60
<input type="radio"/> Student NYSSSWA Membership	1 year	04/04/2018	US\$ 0	US\$ 45	US\$ 45
<input type="radio"/> Retired NYSSSWA Membership	1 year	04/04/2018	US\$ 0	US\$ 45	US\$ 45
<input type="radio"/> Non-Member					

**Registration Options**  
NYSSSWA invites participants in the following special categories. If you would like to accept this invitation, please select the appropriate category and continue with your registration. Information provided will be verified by NYSSSWA.

**Type**

- ☐ Columbia Field Instructor
- ☐ Columbia Alumni
- ☐ Columbia Students (All)
- ☐ Conference Volunteer

[Back](#) [Next](#)

- e. Your event fee will automatically be adjusted to the member rate.

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

**Event Registration**  
Please select your activity.

Activity	Price	Total
<input checked="" type="checkbox"/> 3rd Annual NYSSSWA Columbia Conference	US\$ 100.00	US\$ 100.00
<b>Opening Keynote, Keynote, and General Session included with conference. Must be selected to continue registration.</b>		
<input checked="" type="checkbox"/> Opening Keynote: "Helping Care for Thysell"	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
<b>Please select one workshop for Session A</b>		
<input 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 checked="" 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
<b>Please select one workshop for Session B</b>		
<input 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 checked="" type="checkbox"/> B3: Trauma-Informed Approach to Suicide Risk Management	US\$ 0.00	US\$ 0.00
<input type="checkbox"/> B4: That's How I Was Taught: Breaking the Cycle of Child Abuse	US\$ 0.00	US\$ 0.00
<input type="checkbox"/> B5: Working with a Maltreated Parent/Guardian: Intersections 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

You can register now for the event or choose to become a member first. Membership may entitle you to a discounted event fee. To become a member, select a membership category below and click Next to continue event registration. You may also select "Non-Member" as the membership type and continue registering without enrollment for the standard event fee.

Membership Type	Period	Renew Date	Fee	Total
<input checked="" type="radio"/> Full NYSSSWA Membership	1 year	04/04/2018	US\$ 75.00	US\$ 75.00
<input type="radio"/> Associate NYSSSWA Membership	1 year	04/04/2018	US\$ 60.00	US\$ 60.00
<input type="radio"/> Student NYSSSWA Membership	1 year	04/04/2018	US\$ 45.00	US\$ 45.00
<input type="radio"/> Retired NYSSSWA Membership	1 year	04/04/2018	US\$ 45.00	US\$ 45.00
<input type="radio"/> Non-Member				

**Grand Total:** US\$ 175.00

[Back](#) [Cancel](#) [Next](#)

- f. 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

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

☒ Opening Keynote: "Helping Care for Thysell"

☒ Keynote: "Dealing with Vicarious Traumatization: The Cost of Caring"

☒ The Impact of Privatization on Education and the Economy -- a School Social Worker's Perspective...

**Please select one workshop for Session A**

☐ A1: Racial Equity and Liberation in School Based Settings-Part 1

☒ A2: Healing Justice-Part 1

☐ A3: Understanding the traumatic stress for children in parental immigration proceedings: Implications for school settings

☐ A4: Understanding Racism and Health: Using Technology to Build Empathy and Structural Competence

☐ A5: Whose School? Our School? - Young Transformative Justice Crew

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

☐ A7: Real World Application of Evidence-Based Trauma Treatment

**Please select one workshop for Session B**

☐ B1: Racial Equity and Liberation in School Based Settings -Part 2

- g. Review your membership selection if you added membership. (You can also choose to add membership at this point as well and your Conference Fee will then automatically adjust to the member rate.)

**Event Registration**  
Please select your activities.

Activity	Price	Total
*Trauma, Terror & Healing: Turning Empathy Into Action* is required to register for the conference.		
<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: "Helping, 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 type="checkbox"/> A1: Social 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 checked="" 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: How 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 type="checkbox"/> B1: Social 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 checked="" type="checkbox"/> B3: Trauma-Informed Approach to Suicide Risk Management	US\$ 0.00	US\$ 0.00
<input type="checkbox"/> B4: That's How I Was Banned: Breaking the Cycle of Child Abuse	US\$ 0.00	US\$ 0.00
<input type="checkbox"/> B5: Working with the Traumatized Parent/Carer: Intersections 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

You can view the event for the event or choose to become a member first. Membership may entitle you to a discounted event fee. To become a member, select a membership category below and click Next to continue event registration. You may also select "Non-Member" as the membership type and continue registering without enrollment for the standard event fee.

Membership Type	Period	Renew Date	Fee	Total
<input checked="" type="radio"/> Full NYSSSWA Membership	1 year	04/04/2018	US\$ 75.00	US\$ 75.00
<input type="radio"/> Associate NYSSSWA Membership	1 year	04/04/2018	US\$ 60.00	US\$ 60.00
<input type="radio"/> Student NYSSSWA Membership	1 year	04/04/2018	US\$ 45.00	US\$ 45.00
<input type="radio"/> Retired NYSSSWA Membership	1 year	04/04/2018	US\$ 45.00	US\$ 45.00
<input type="radio"/> Non-Member				

Grand Total: US\$ 175.00

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.

[Back](#) [Cancel](#) [Next](#)

- h. Click "Next"

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

**Profile Information**  
Fields with this icon are required.

\* First Name:

\* Last Name:

\* Suffix:

\* Home Address:

\* City:

\* State:

\* Zip Code:

\* Preferred Phone:

\* This is my:

\* Secondary Phone:

\* This is my:

Please enter your 6 digit SW license number. If you are planning on receiving CEU certificates, NYSED requires all CEU certificates to contain your SW license number. If you are not 100% certain of your license number, please go to <http://www.nyssswa.org/ceus> and search for either last name or license number in your profession (LCSW or LCSW-R). Once you have found your name/license number, enter only the six digit license number in the license number field below.

SW License #:

License Type (Select up to 1):

☐ LCSW ☐ LCSW-R

\* Create Password:

\* Confirm Password:

Please specify if you are a ☐ New York State Resident or ☐ Non-Resident

[Back](#) [Next](#)

- j. Be sure to include your New York License number here or it will NOT appear on your CEU certificate.
- k. This is also where you will create your password. Please remember it for future access to your profile and to obtain your CEU Certificate.

- l. Scroll down to the bottom. Select Email preferences and click “Next”.

123Signup Control Center

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

**Educational Background**

1 - University Graduated From: [ ]  
Degree Earned: [ ]  
2 - University Graduated From: [ ]  
Degree Earned: [ ]  
3 - University Graduated From: [ ]  
Degree Earned: [ ]

**Ready to Get Involved?**  
Keep NYSSWA Strong! Help Grow the Organization. Choose those that interest you.

☐ Regional Meetings ☐ Professional Development  
☐ Advocacy ☐ Planning/Activities  
☐ Policy Development ☐ Legislation ☐ Research

Do you have special skills in?

☐ Writing ☐ Computer Technology ☐ Grant Writing ☐ Publicity/PR  
☐ Social Media

☐ Please specify your email preference  
☐ Yes, I wish to receive email messages with general information as well as announcements, reminders and updates related to upcoming events from NYSSWA.  
☐ No, please do not send email messages except reminders about events for which I am already registered.

Back Next Step

Registration Powered by 123Signup

- m. You will be provided a summary of your event and membership selections (if you chose to join).

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

**"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

Jane Doe  
JaneDoe@ggg.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 NYSSWA Columbia Conference	Added	US\$ 100.00
Jane Doe		Opening Keynote- Respite Care for Hyphen	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
<b>Total:</b>				<b>US\$ 175.00</b>

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. Click “Proceed to Checkout” for payment or if you have a Purchase Order OR select “Paypal” to use Paypal.

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

**"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

Dot Kontak  
dkontak1@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 (Collum)	Added	US\$ -25.00
<b>Total:</b>				<b>US\$ 100.00</b>

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

- o. The Checkout page provides 2 options: Paypal or “PO”. Select “PO” for processing **PURCHASE ORDERS**.


This screenshot shows the checkout page for NYSSSWA. At the top right, contact information is listed: 79 Stewart Avenue, Bethpage, NY 11714-5310, Phone: 516-595-2036, Fax: 516-595-8509, and member.services@nyssswa.org. The user's name is Jane Doe, email is janedoe@gg.com, and the event is "Trauma, Terror and Healing: Turning Empathy Into Action". The amount is US\$ 175.00. A pink arrow points to the "PO" option under the "PayPal" section, which is highlighted with a pink box. Below the payment options, there is a "Refund Policy" section and a "Back" button. A "Check out with PayPal" button is also visible.

- p. 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.

This screenshot shows the checkout page with the "PO" option selected. A pink box highlights the "PO" option. Below it, the "Complete the following fields and click the Register button." instruction is shown. The "PO Number" field is set to "Pending", the "PO Date" is set to "Apr 4 2017", and the "Company Name" is "Somewhere School District". The "Contact Information" section includes fields for Name (Jane Doe), Phone (3333333333), and Email (janedoe@gg.com). The "Billing Information" section is circled in pink and includes fields for Address (cont.), City (Somewhere), State (AK), Zip (33333), and Country (USA). A pink arrow points to the "Register" button, which is highlighted with a green box. Another pink arrow points to the "PO" option.

- q. Click “Register”

- r. 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](mailto:member.services@nysswa.org)

---

**Jane Doe**  
[janedoe@gg.com](mailto: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](mailto: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
				<b>Total: US\$ 175.00</b>

---

**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](mailto: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](mailto:support@123signup.com) )*