

PSLA Conference Registration Instruction For Non-Members

- Go to 2012 PSLA Web Page and click on the Register Now www.psla.org/index.php/conferences-a-workshops/annual-conference
- Fill-in your email address.
- Select registration type- Attendee Non-Member
- Click continue
- On this screen directly above the password box, you will see the direction: To begin a new registration using the same email address but without recalling any personal information, click here. Click on that link.
- Complete the personal information sheet
- Click Continue
- Select the correct package to see details of what is included in the package click details link
 - If you are attending the full conference or daily package on Friday, you must make a meal choice for the banquet.
- If you have not made your room reservation for Hershey, the next screen will take you to make your room reservation information. You **MUST** register for your room separately. It is **not part** of a conference registration. You can open the window for the room reservation then continue with your conference registration. You can also make your room reservations at a later date.
- Click continue
- Additional Meal tickets are only for those who wish to add meal tickets to a basic conference plan or bring additional guests.
- Complete your payment information (credit card, check, or purchase order)
 - Check payable to PSLA
 - Send checks or purchase orders to
Tracy Nelson
141 Trotters Lea Lane
Chadd Ford, PA 19317
- Verify your registration and click finish your registration
- A confirmation email will be sent to your email.
- If you need a copy of the invoice, please click **invoice** link under documents on the right-hand side of this page.
- IMPORTANT:** If a school district is paying for the conference registration, you must send the business office a copy of the invoice. Please have the business office send a copy of the invoice along with the payment to Tracy. A person in the business office can not register you for the conference.
- If you want to print a copy of your registration, please click on the **print your registration** link on the right-hand side of this page.

Looking forward to seeing everyone in Hershey.

If you have any questions, please contact

Tracy Nelson at nelson@garnetvalleyschools.com

Or

Eileen Kern at ekern@psla.org

Or

Connie Burlingame at cbgame@psla.org