

## PSLA Conference Registration Instruction For PSLA Members

- Go to 2012 PSLA Web Page and click on the Register Now  
<http://www.psla.org/index.php/conferences-a-workshops/annual-conference>
- Fill-in your membership number (you should have received an email with this number from Connie Burlingame) or email address that you used to join PSLA.
- Select registration type- Attendee member
- Click continue
- Enter Password and click Continue
  - If you do not know your password Click on Forgot Your Password and then click Reset Your Password
  - A temporary password will be sent to your email address within 5 minutes. If you are using a district account you may have to check your spam mail.
  - Once your temporary password has arrived, please enter the password and click continue.
- Your name should appear on the next screen, click continue
- 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.
- IMPORTANT:** If you are making a group reservation to include your fellow teachers, coaches (literacy or CFF), reading specialist, or public librarian, you must check the box at the bottom of the page. A link will be sent in your confirmation email on how to add the remainder of your group to your reservations.
- IMPORTANT:** If you are bringing an administrator please notify Tracy Nelson [nelson@garnetvalleyschools.com](mailto:nelson@garnetvalleyschools.com) so she can assign them a partial package at no cost.
- 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 is 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](mailto:nelson@garnetvalleyschools.com)

Or

Eileen Kern at [ekern@psla.org](mailto:ekern@psla.org)

Or

Connie Burlingame at [cbgame@psla.org](mailto:cbgame@psla.org)