

# PSATS MEMBERS: PLEASE READ FIRST

*Already registered from 2020? You must still go online, make adjustments, and reserve hotel rooms.*

## Conference Registration Opens January 12

PSATS' Conference Registration and Hotel Reservation System opens **January 12 at 9 a.m.** You will be able to take care of both at the same time and will receive immediate confirmations for both.

We encourage you to register online to save money; however, PSATS will accept hard-copy registrations if you do not have Internet access. Follow the steps below for a seamless conference registration.



### Prior to Conference Registration — You can do this NOW!

To receive the discounted member rate, you will need the PSATS ID number for each member attending the conference.

To find out what your PSATS ID number is, go to [psats.org](http://psats.org).

Log into [psats.org](http://psats.org).

Hover over “My PSATS Profile”.

Click “My Profile” to see your information. **The individual ID number is in the first spot under Basic Information. It starts with the letter “C”.**

For Secretaries, click on “My Organization/Township Information”.

- Under Basic Information, Contacts, Positions, Etc.:  
Select the account you wish to manage.
- Scroll to Contacts to see all Contacts of the Township. You may change the number of items per page or simply click the arrows to flip through the records.

If you need to add someone, click the “Plus” button above the list. It’s as easy as that! This verifies your membership status and ensures that you pay the discounted member rate for the conference.

Need help? Email: [memberservices@psats.org](mailto:memberservices@psats.org) or call (717) 763-0930, ext. 112.

**If you were registered for PSATS’ 2020 Conference and DID NOT CANCEL your registration, we transferred your conference registration to the 2021 Conference. You will, however, still need to “confirm” your registration in order to be considered “registered.”**

Please follow the steps below to register, verify your membership status, and ensure that you pay the discounted member rate for the conference.

- Go to [conference.psats.org](http://conference.psats.org)
- Click on the Red Button “REGISTER HERE”
- On the next page, click on “Modify 2020 Registration”

**Modify 2020  
Registration**

**Conference  
Registration  
Opens:  
9 a.m.  
January  
12**

**Hotel  
Reservations  
Open:  
9 a.m.  
January  
12**

**OVER →**

If needed, our Registration and Hotel Reservation Help Desk will be available to help you beginning January 12 at 9 a.m. Call (717) 763-0930, ext. 190

- Enter Participant's Email Address and 2020 Conference Reference Number
  - PSATS will email your 2020 reference number between now and January 12, 2021.
- From here, you will be able to modify your conference registration. This includes confirming that the participant information is correct and/or modifying the participant information. If needed, you can swap out names, titles, emails, etc., but you cannot outright delete someone. If you need to delete someone entirely, instead of swapping one person for another, please contact Mary Lehane at PSATS by calling (717) 763-0930, ext. 107, or emailing mlehane@psats.org.
- When modifying the registration, you can also sign up for any of the special events, such as the First-Timers Reception, Welcome Reception, and/or Guest Program (the only guest program available for 2021 will be Bingo). You will also be able to confirm or modify if you want to be a Power of One volunteer and/or participate in the Mentor/Mentee program.
- Under the “In Case of an Emergency” tab, you will be asked to click to agree to the PSATS disclaimer. This is a required field, and you will not be able to complete your registration if this field is not completed.
- Upon completing the registration process and submitting payment (if needed), you will arrive at the registration record page. At the top of this page is the information on how to make your hotel reservations. Click on this box to proceed to the hotel reservation system:

**HOTEL RESERVATIONS** 

#### **Things to remember:**

- If you selected and/or paid to attend any special events during the 2020 Conference, such as the First-Timers Reception, Welcome Reception, etc., PSATS refunded your fees for those events. Please make new reservations for the 2021 events.
- PSATS canceled all 2020 hotel reservations so you will need to make hotel reservations again!

**If you were registered for the 2020 Conference and CANCELED your registration and want to attend the 2021 Conference, you will need to register for the conference as a “New Registration”.**

**If you were NOT registered for the 2020 Conference and want to attend the 2021 Conference, you would also be considered a “New Registration” and will need to register for the conference.**

For all new registrations, please follow the steps below to register:

- Go to **conference.psats.org**
- Click on the Red Button “REGISTER HERE”
- On the next page, click “Conference Attendee”
- On the next page, click on “New Registration”
- Enter Participant's Email Address and PSATS Portal ID Number (this is your C #)
  - Leave the PSATS Portal ID Number blank if the participant is NOT a member of PSATS
- Click “Continue” and complete the registration process
- Under the “In Case of an Emergency” tab, you will be asked to click to agree to the PSATS disclaimer. This is a required field, and you will not be able to complete your registration if this field is not completed.
- Upon completing the registration process and submitting payment, you will arrive at the registration record page. At the top of this page is the information on how to make your hotel reservations. Click on this box to proceed to the hotel reservation system.

**HOTEL RESERVATIONS** 