

PSATS MEMBERS

Conference Registration Opens January 14



PSATS Conference Registration and Hotel Reservation System opens **January 14**, 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 three steps below for a seamless conference registration.

Step One — 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 connect.psats.org.

Log into the Connect page.

Click on “My PSATS Account”.

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 Township/Org Information”.

Select the township or organization you are looking for.

Select “Contacts,” which will show you all the contacts linked to your organization with their ID numbers.

Manage Account

Contacts

Positions

Participations

Event Registrations

If you need to add someone, click the “New” 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 or call (717) 763-0930, ext. 112.

Step Two — Register for the Conference starting on January 14!

Go to: conference.psats.org

After you have registered for the conference, and if you need hotel reservations, click on this button on the Registration Record page, the last page after payment.

HOTEL RESERVATIONS



If needed, our Registration and Hotel Reservation Help Desk will be available to help you beginning January 14 at 9 a.m. Call (717) 763-0930, ext. 190