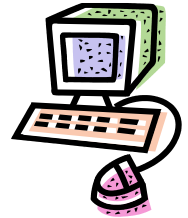


# Creating Your Association's Website

Presented by:  
Daron Smith  
PSEA Information Technology

PSEA offers all local associations a free website. Training attendees will learn how to use the software PSEA provides to create and maintain their local websites. This training is targeted for individuals who are not currently maintaining a PSEA-provided local website or locals that may have let their website go “dormant” and want to get it back online.



## PLEASE REGISTER EARLY.

Seating is limited to ten locals,  
with priority given to bargaining and crisis locals.

**DATE?** Tuesday, December 10, 2019

**AGENDA?** 5:30 p.m. .... Registration/Light Dinner  
6:00 p.m. – 8:00 p.m. .... Workshop

**LOCATION?** Eastern Region Office (directions on reverse)

### FOR THOSE WITHOUT A PSEA-PROVIDED WEBSITE, prior to the training:



- ◆ Have local president email Daron Smith ([dsmith@psea.org](mailto:dsmith@psea.org)) to request a new website.  
(a blank website and administrator user accounts need to be set up prior to training)

### FOR THOSE WITH A PSEA-PROVIDED WEBSITE, prior to the training:

- ◆ Local president must contact Daron Smith ([dsmith@psea.org](mailto:dsmith@psea.org)) to authorize attendee(s) as “Editor(s)” of the local website.

### RSVP to the Eastern Region Office...

(610-391-0835 or 800-322-9032 or [e-rgn@psea.org](mailto:e-rgn@psea.org))

**no later than December 2, 2019.**

**DIRECTIONS TO PSEA—EASTERN REGION OFFICE**  
**4950 Medical Center Circle**  
**Allentown, PA 18106-9692**  
**610-391-0835 or 800-322-9032**

**From the West**

*Via I-78:* Follow Route I-78 East to the 222–Hamilton Blvd. exit (Exit 54). Bear right (yield sign) onto 222 South. Remain in the far-right lane; exit onto Brookside Road. Turn right at Medical Center Circle. PSEA is the second building on the left.

*Via 222:* Follow 222 North to Brookside Road (Hunan Springs Restaurant is on left corner) [OR Follow 100N/222N (Fogelsville/Allentown) to Krocks Road. Turn right onto Krocks Road. Turn left onto Hamilton Blvd.] Turn left onto Brookside Road. Go one block to Medical Center Circle; turn left. PSEA is the second building on the left.

**From the East**

*Via 22:* Follow 22 West to 309 South to the 222–Hamilton Blvd. exit (Exit 54). Bear right (yield sign) onto 222 South. Remain in the far-right lane; exit onto Brookside Road. Turn right at Medical Center Circle. PSEA is the second building on the left.

*Via I-78:* Follow I-78 West to the 222–Hamilton Blvd. exit (Exit 54A). Remain in the far-right lane; exit onto Brookside Road. Turn right at Medical Center Circle. PSEA is the second building on the left.

**From the North**

*Via 309:* Follow 309 South to 222–Hamilton Blvd. exit (Exit 54). Bear right (yield sign) onto 222 South. Remain in the far-right lane; exit onto Brookside Road. Turn right at Medical Center Circle. PSEA is the second building on the left.

*Via 100:* Follow 100 South to 222 (Hamilton Blvd.). Turn left onto 222 North. At Brookside Road (Hunan Springs Restaurant is on the left corner), turn left. Go one block to Medical Center Circle; turn left. PSEA is the second building on the left.

**From the South**

*Via 29/100:* Follow 29/100 North. Where 29 and 100 splits (Shimersville)...  
...follow 29 which turns into Cedar Crest Blvd. (and turns left by Weis Markets). Turn left at Lower Macungie Road. Turn right onto Brookside Road. Follow Brookside Road through traffic light at 222 (Hamilton Blvd). Turn left onto Medical Center Circle which is one block from 222. PSEA is the second building on the left.

**OR**

...follow 100 (through Macungie). After passing Weis Markets and Wawa, cross over the railroad tracks and stay in the left lane to go straight on Route 100 (which turns into 222N). Turn right onto Krocks Road. Turn left onto 222/Hamilton Blvd. (North) toward Allentown. Turn left at Brookside Road. Go one block to Medical Center Circle; turn left. PSEA is the second building on the left.

*Via 309/I-78:* Follow 309 North/I-78 West to the 222–Hamilton Blvd. exit (Exit 54A). Remain in the far-right lane; exit onto Brookside Road. Turn right at Medical Center Circle. PSEA is the second building on the left.

*Via Pa. Turnpike:* Take Exit 33 (Lehigh Valley). Follow 22 East to 309 South to 222–Hamilton Blvd. exit (Exit 54). Bear right (yield sign) onto 222 South. Remain in the far-right lane; exit onto Brookside Road. Turn right at Medical Center Circle. PSEA is the second building on the left.