

2020 8TH ANNUAL EDUCATORS' FORUM
ON-LINE REGISTRATION INSTRUCTIONS

1. Click on: www.psea.org/2020lccceducatorsforum
2. Click on: **2020 LCCC Educators Forum/Pre-Retirement Sessions**
3. Log into: **Member Login**
4. Click on: **Register Self**
5. Click your correct **Participant Type: Member/Guest**
If you have a non-member guest to register: click on **Guest and complete registration in that section. If you have a guest who is a member, complete your registration and then click on register another member.**
6. Click **Meal Offered** (Please list any dietary restrictions in the box.)
7. Choose your sessions: **1 session for each time slot – choose from all 8 offerings**
8. Click: **Save Registration**
9. **In the event you are trying to register and your name does not come up in the membership system, please contact Rosemary Walker at rwalker@psea.org.**
10. You must click on **Save Registration** and, on the next screen, complete payment information (credit card information), and then click on: **Checkout (see yellow box below)**.
11. If you still are having problems registering yourself and/or your guest and all else fails, contact Rosemary Walker at rwalker@psea.org or call (717) 761-8009 for help.

Your registration will NOT be complete until you enter your payment information and click on the “CHECK OUT” button. A confirmation email will NOT be generated until you CHECK OUT. One reminder email will be sent if your registration is not completed and if you do not complete your registration, what you entered will NOT be submitted and you will NOT be registered and must **re-register.**