



PPA WEBSITE MEMBER RESOURCE GUIDE

PENNSYLVANIA PSYCHOLOGICAL ASSOCIATION

416 Forster Street - Harrisburg, PA 17102



PPA Website – www.papsy.org Resource Guide for Members

April 15, 2014

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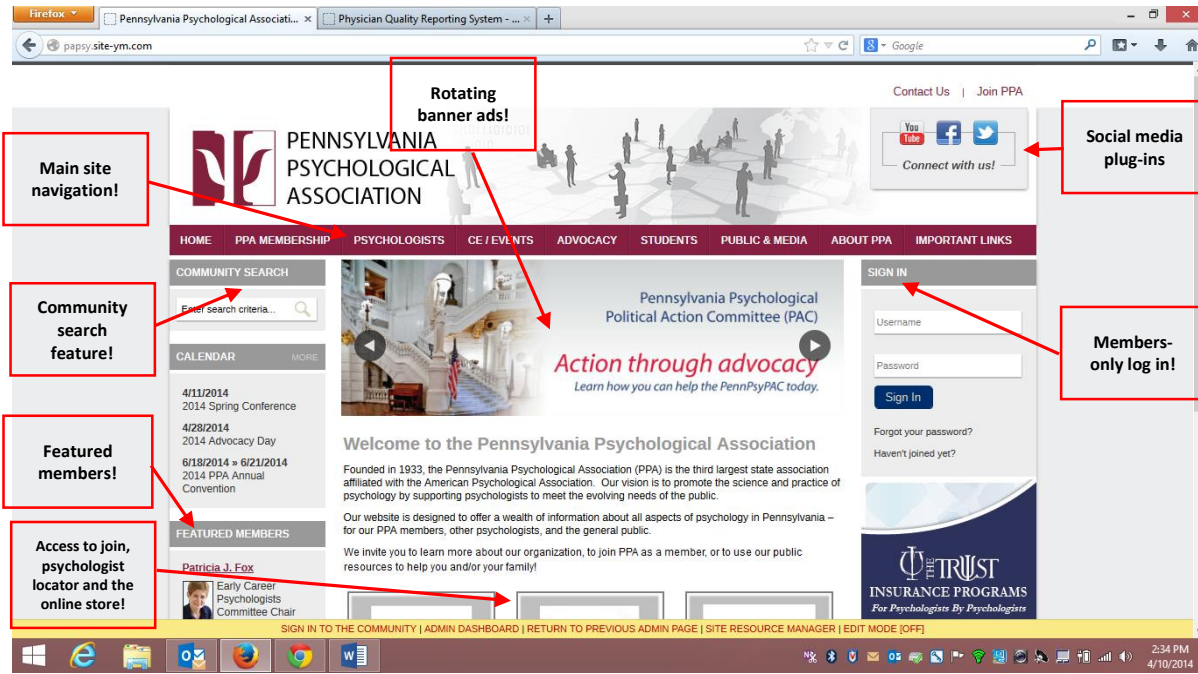
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New PPA Website Launches on April 15, 2014!

PPA is excited to unveil our new website and membership platform this week! Please take a look at some of the new features:



As you will see, there is a lot to explore. Please take some time to look around! Give us your feedback and help us to continue to make improvements over time.

For your convenience, we have included instructions below on the following topics:

- Logging into the site for the first time
- Updating your member profile
- Accessing your groups (PPA committee pages)
- Navigating to Practice Resources
- Registering for events

Please know that your PPA staff has been working tirelessly to ensure a smooth transition. However, it is important to note that some elements of the site will not be operational until after the launch date. We ask for your patience as we work to bring all of our membership modules on line in the coming weeks. These features include:

- Forums (eventually replacing the PPA Listserv)
- Blogs and other collaboration options

We understand that this is a big change for our members, so please know we are standing by ready to help if you run into problems while navigating the new site.

Navigating our New Web Site: www.papsy.org *Step-by-Step Directions for PPA Members*

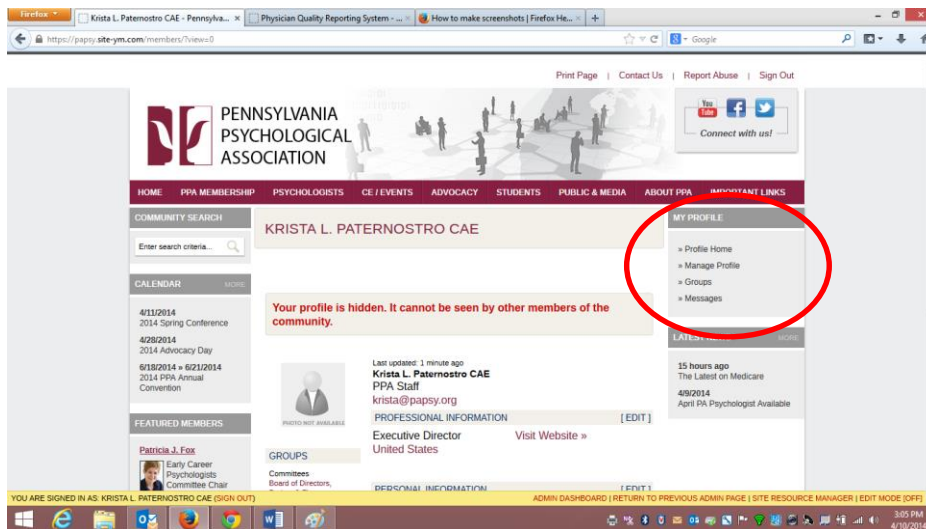
Logging into the site for the first time

- When the new site launches on **Tuesday, April 15, 2014**, you will receive an email from PPA inviting you to register on the site.
- When you click on the link to our website, www.papsy.org, on the right side menu, you will see a sign-in box.
- Enter your username and password, as follows:
 - Your **Username** is the **email address** we used to send you the invitation to join our site.
 - Your **Password** is **password123** (all lower case). You will be able to change your password later.

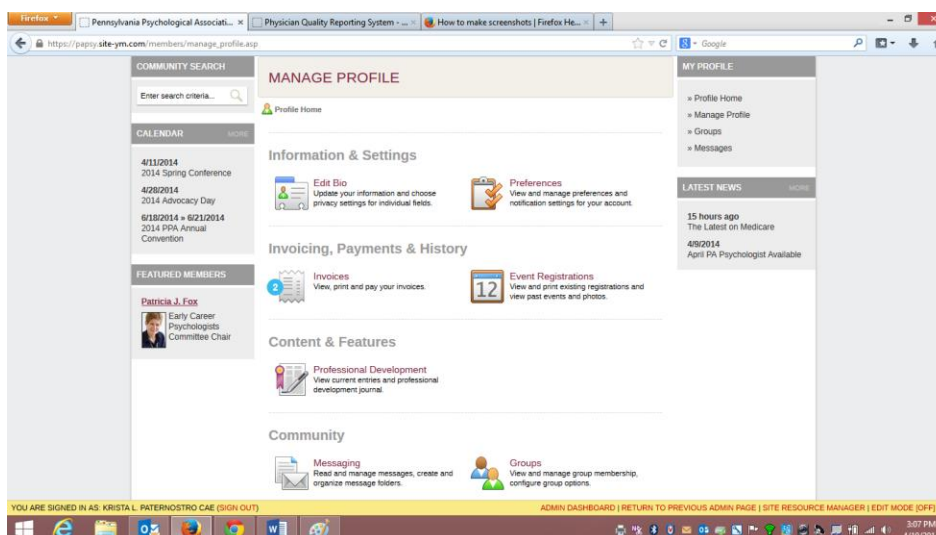


Updating your member profile

- On the next screen, you will see your preliminary member profile, including your personal and professional contact information. As you will see, you have the ability to edit this information from this screen, as necessary.
- On the top right menu, you will see **MY PROFILE**, with the following links below it (as captured in image below):
 - » **Profile Home** (this is the page you are currently viewing)
 - » **Manage Profile**
 - » **Groups**
 - » **Messages** (If you click on **Messages**, you will be redirected to another view of your community inbox, where you can view your messages or adjust your message settings.)



If you click **Manage Profile**, you will be redirected to a screen with the following information sources:



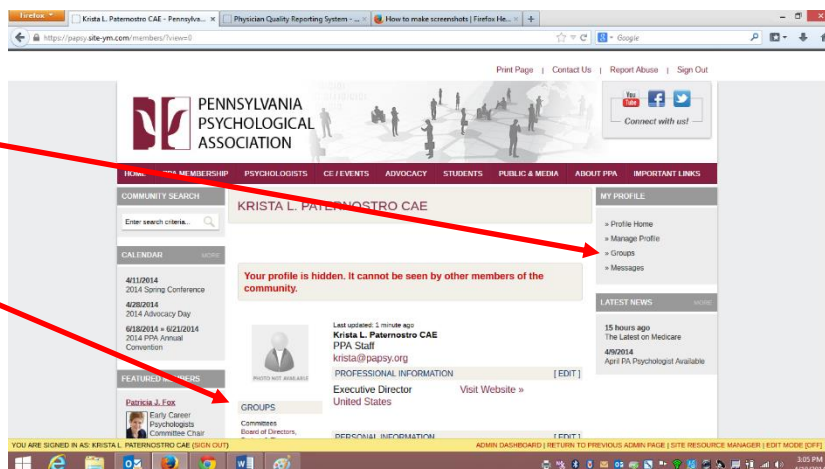
Here is a little background on each menu topic:

- **Information & Settings**
 - **Edit Bio** – Here you may change your username/password and update all personal and professional information.
 - **Preferences** – Here you can manage the types and frequency of notifications you receive through the system.
- **Invoicing, Payments & History** (this will not appear until you have made purchases on the site, but eventually, it will.)
 - **Invoices** – monitor, print, and manage all of your PPA invoices
 - It is from this page that you will also be able to renew your PPA membership
 - **Event Registrations** – manage all of your event registrations

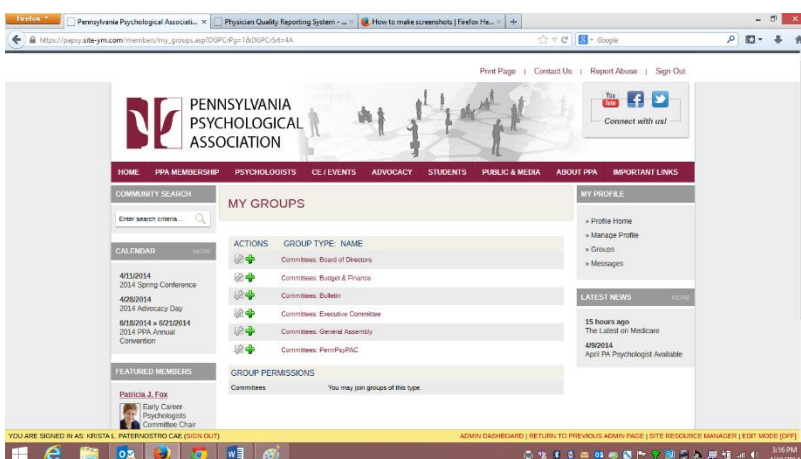
- **Content & Features**
 - **Professional Development** – From this link, you can manage all of your continuing education certificates and registrations. (Content may not appear here until after you have completed applicable programs and events.)
- **Community**
 - **Messaging** – Here you can manage email communications generated through the PPA online community.
 - **Groups** – From this link, you can manage your communication preferences regarding your PPA committees, including which notifications you want to receive regarding group activity. See below for more details.
 - **Forum Settings** – to be launched at a later date.
 - **Blog Descriptions** – to be launched at a later date.

Accessing your groups (PPA committee pages)

- On the menu on the right side of the My Profile page, you may see a link to **Groups**.
- A list of your groups will also appear on your main My Profile page beneath your image, as noted here.



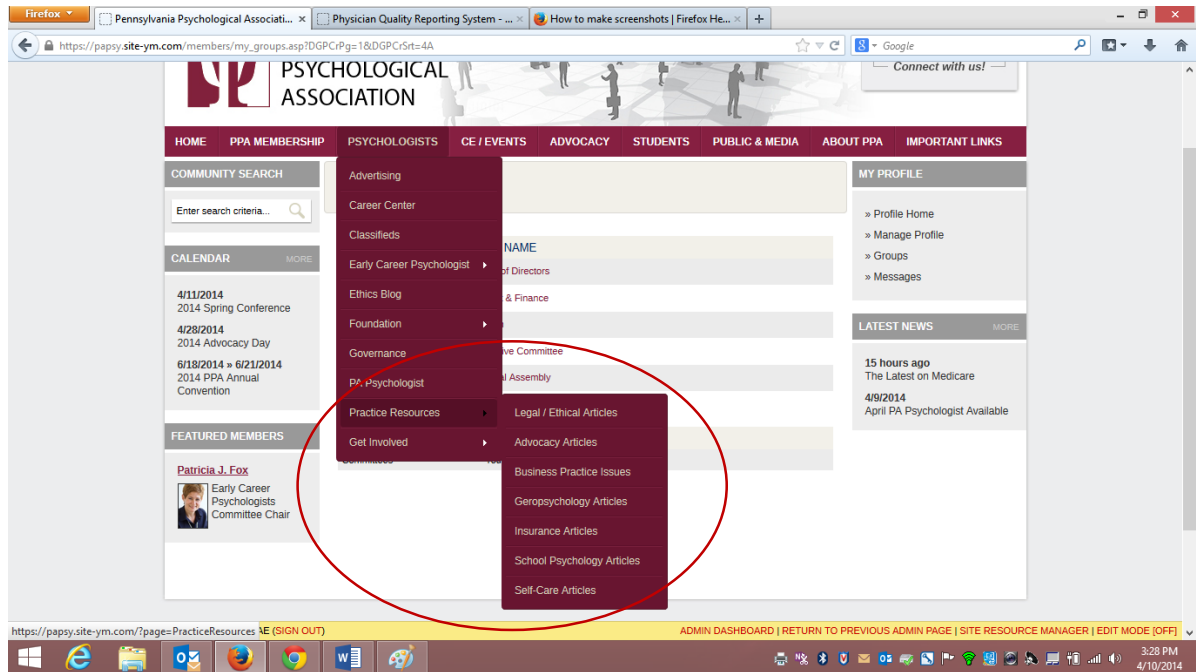
- No matter how you access them, Groups are synonymous with PPA Committees. If you are a PPA Committee member, you should see a list of all PPA Committees to which you belong on your profile page.
 - If you are not currently a member of a PPA Committee, this area will be blank.
- Clicking on the Groups link will eventually land you here, on your My Groups page:



- From this page, you can subscribe to the group newsletter, review the group calendar, or review the group directory, among other options.
- Simply use the green plus (+) or the tool image to make your selection.

Navigating to Practice Resources

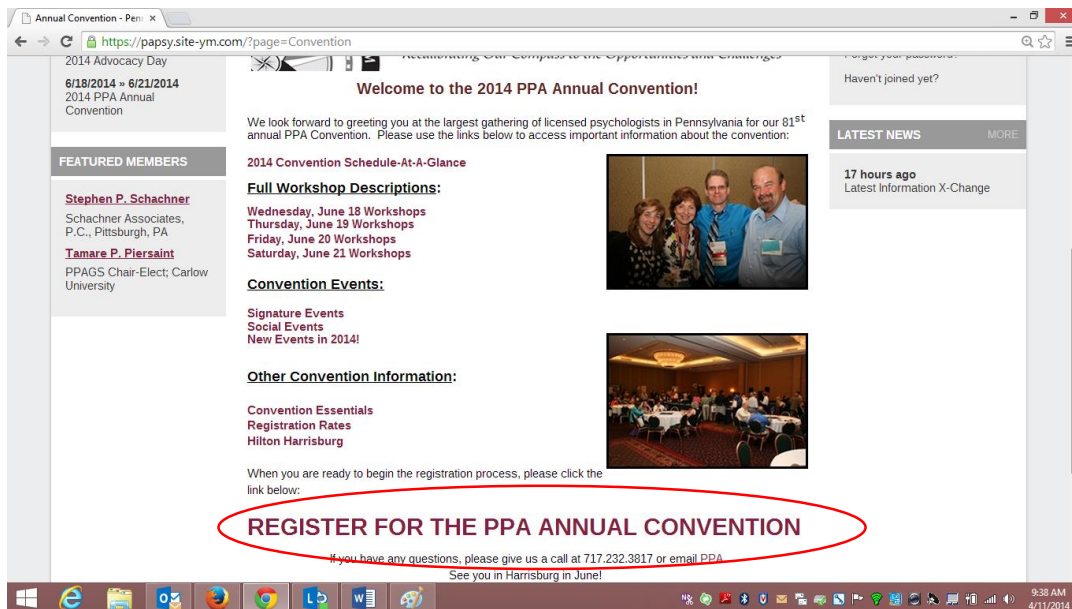
- We are excited to launch the PPA Practice Resources site, which can be accessed under the **Psychologists** tab on the main navigation bar.




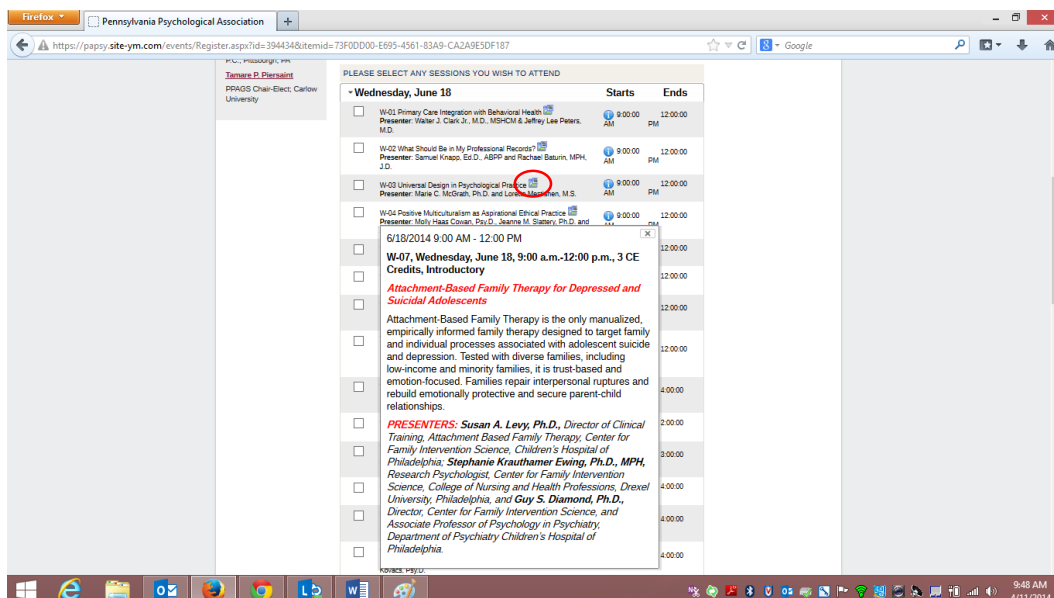
- **You must be logged in as a PPA member to see these menu options.** From this link, you can access hundreds of articles and resources organized by the following topic areas: Legal/ethical, advocacy, business practice, geropsychology, insurance, school psychology, and self-care. We hope that you enjoy this new feature!

Registering for events

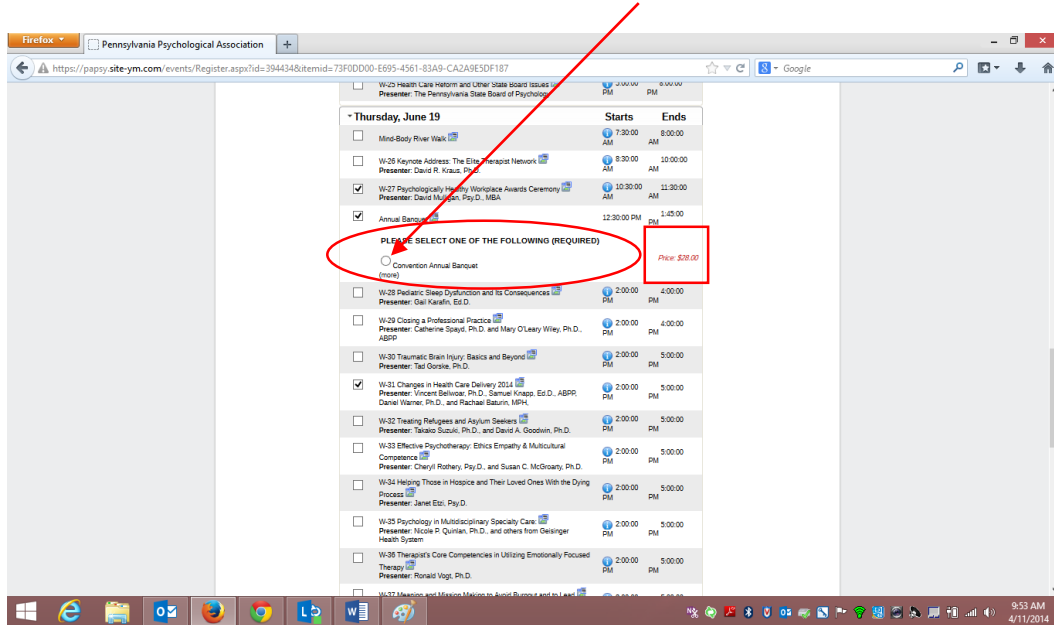
- We are excited to offer online registration for all PPA events! In this guide, we will focus specifically on registering for the Annual Convention. But, you will use a similar process to register for all PPA events.
- **To register for the Annual Convention, or for any PPA event, please make sure you are logged in first!**
- From the home page, place your cursor over the **CE/Events** tab, a drop down menu will appear, click on **Annual Convention**. You will be redirected to the Convention page, as depicted at the top of the next page.
- From the Convention portal, you will be able to read workshop descriptions, review the convention agenda, review the social events, luncheons, and other convention events, and review registration rates and hotel information.
- When you are ready to register for the convention, click on the link at the bottom of this page: **REGISTER FOR THE PPA ANNUAL CONVENTION**.



- From here, please select your convention registration category:
 - Convention Full Registration (**Use this if you are attending more than 1 day of the Convention**)
 - Convention Daily Registration (There are 4 options: Wednesday, Thursday, Friday and Saturday)
- Scroll down between convention days to review the workshops you wish to attend. If you click on the  icon next to the workshop title, a new box will open to provide all of the details regarding that particular workshop, as depicted below:



- If you select a workshop or event that requires an additional cost, the words **PLEASE SELECT ONE OF THE FOLLOWING (REQUIRED)** will appear (used for luncheons and other special events). It will tell you there is an additional cost to attend, and **you will have to check the button** in order to attend that event.



- Please take your time to select all of your workshops and special events.
- When you are finished making your selections, continue to the bottom of the page to see your registration information. Your name and email address should be completed for you because you are logged in to the site.
- Complete the required fields, and once you are sure all of your information is correct, please click on the **Save & Proceed to Checkout** button.
- At the bottom of this section, you can enter a promo code if you qualify for one. Please enter it in the PROMO code box and click apply. 2014 Convention Promo Codes are for our Early Career Psychologists, as follows (all caps, no spaces):
 - **ECPFULL** – To register at the full convention ECP rate.
 - **ECPDAILY** – To register at the daily ECP rate.
- When you are finished with this screen, click on **CHECKOUT** to continue to make your payment. At this point, if you need to change any workshops, simply click on **CONTINUE SHOPPING**.
- Once you click checkout, the **Recipient Information** should be completed for you. Please enter your payment information, check the box if the billing information is the same as your profile, and enter your credit card information as indicated.
- Click **Proceed to Confirmation**. At this point you can view your event registration and access your receipt, as they are both available on this screen.
- You will receive an automatically-generated confirmation email with another link to your receipt.
- You can also view your registration from your My Profile page, mentioned earlier.

- **If you have any questions, or problems please feel free to contact PPA 717.232.3817, we are here to help you!**

And, there you have it! We hope that this resource guide provided some basic navigational advice on setting up your public profile, registering for events and accessing your PPA committee sites, as well as locating the members-only practice resources.

From here, we invite you to click on **Home** (far left link on the top navigation bar) and begin to discover all of the resources and information available to you as a valued PPA member!

We thank you for support! If you have any questions, please send us an email at ppa@papsy.org or give us a call at 717.232.3817.