PA REGISTRAR'S RESOURCE

2023-2024*

CONFERENCE PREPARATION

Pre-Conference

- Check NSTU email regularly
- Preview registration form and liaise with NSTU (https://conf.nstu.ca/admin)
- Once registration has opened, check conference email regularly for refund requests;

Conference Day

- Lead on-site registration;
  - Keep accurate records of attendance;
- Ensure that attendance record is accurate when communicated to NSTU in the required format

Post-Conference

- Keep updated spreadsheet of attendance as your membership list and confirm with NSTU.

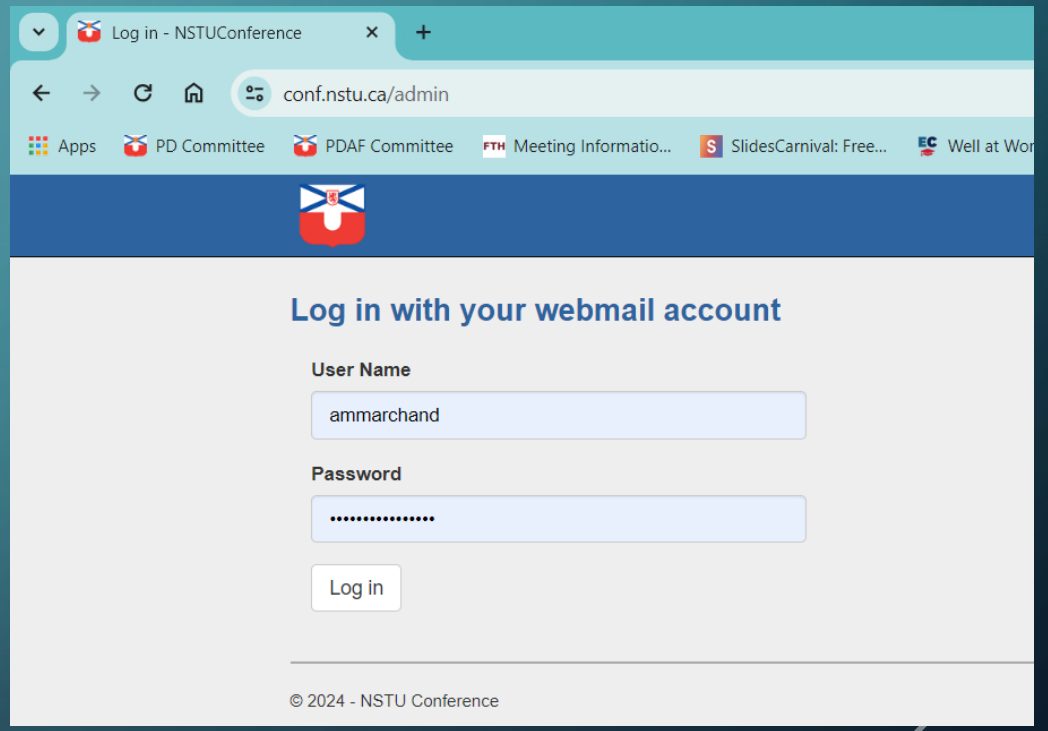
LOGIN INFORMATION

- Once the NSTU PL department receives confirmation of the names of the registrars, they are given access to the registration system.

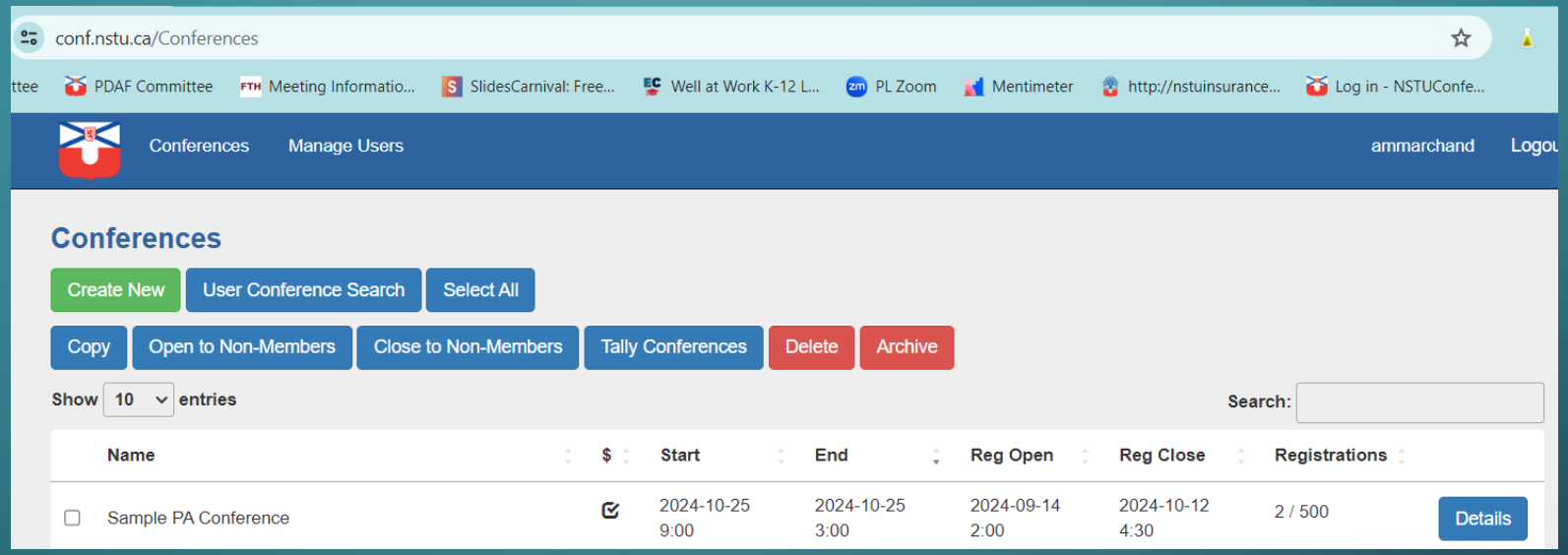
- This is the link to the conference registration (click on picture and save to your favourites in your non-employer browser):

- https://conf.nstu.ca/admin

- Use the same credentials as for your nstu email account. Contact webaccounts@nstu.ca if you require support.



ONCE YOU LOG IN….

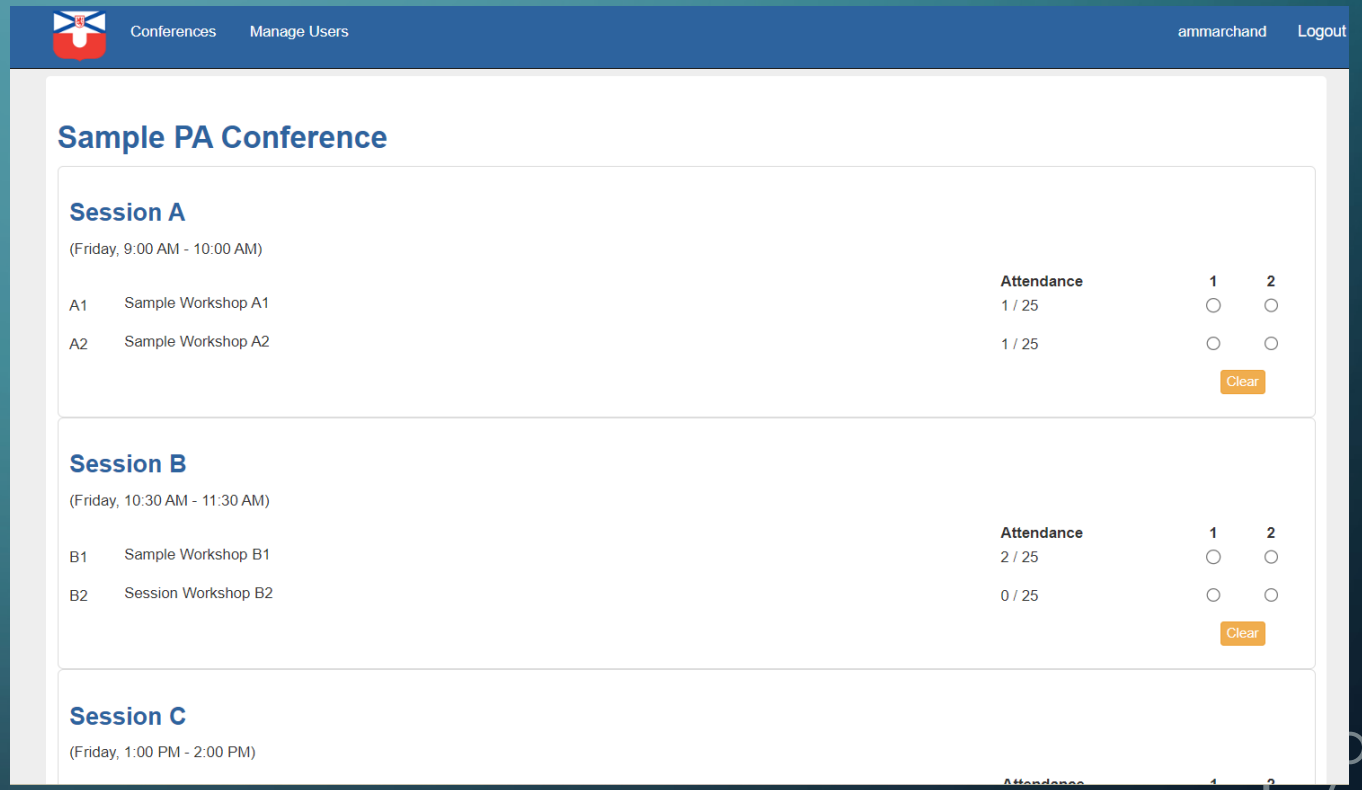


The name of your conference will be listed (and possibly previous conferences if you are a returning registrar)

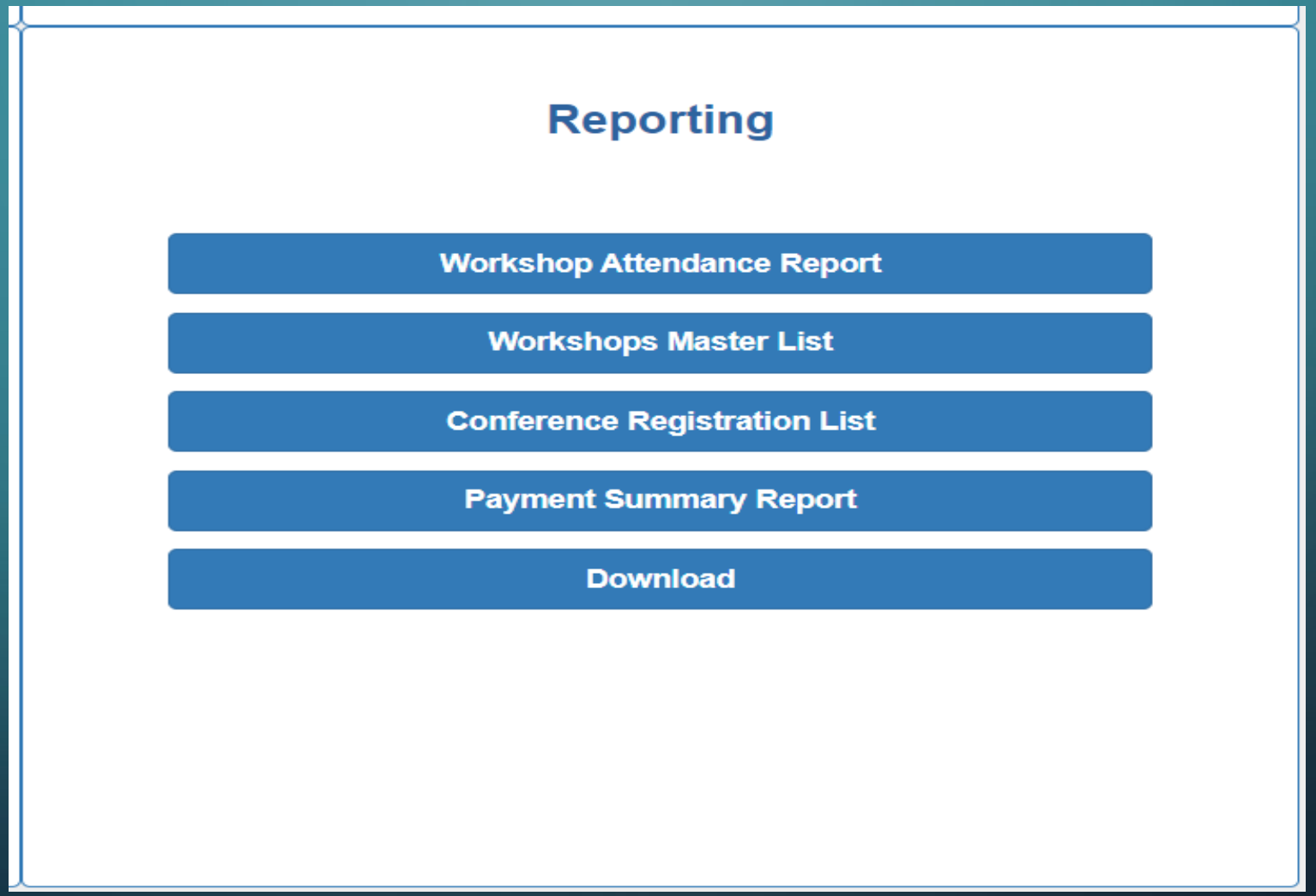
Clicking "details" will bring you to a page where you will have access to specific conference information. The following pages will explain the functions you will be able to access

LET'S BREAK IT DOWN… PREVIEW FORM

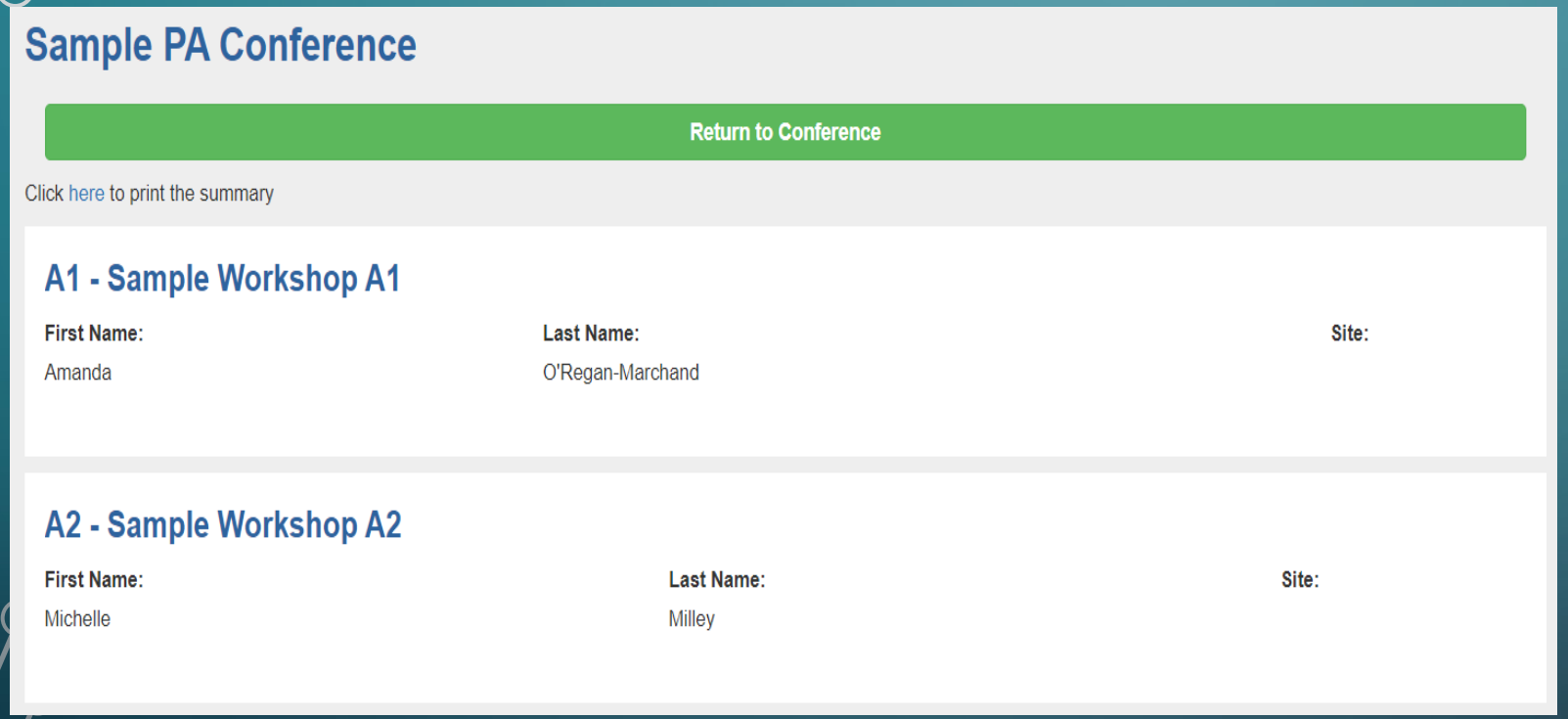
- In this screen, you will see what participants registering for the conference will see.
- It's important to double/triple check:
  - Workshop names and numbers
  - Start and End times
  - Capacities



REPORTS…LET'S GO FOR A "WALK"…



WORKSHOPS MASTER LIST…



- Attendance list for each workshop

CONFERENCE REGISTRATION LIST

Conference Registration List

Click here to print the summary

☑ **Display only completed registrations**

Return to Conference

Show 50 **entries** **Search:**

Name	Email	Completed Registration	Last Changed	Paid	Email Sent	Actions
Amanda O'Regan-Marchand	ammarchand@nstu.ca	9/21/2023 10:24:24 AM	9/21/2023 10:24:24 AM	☑	☑	Edit | Archive | Email | Pay
Michelle Milley	amorx03@yahoo.com	1/15/2024 9:07:57 AM	1/15/2024 9:07:57 AM	☑	☑	Edit | Archive | Email | Pay

Showing 1 to 2 of 2 entries

Previous 1 Next

Return to Conference

PAYMENT SUMMARY REPORT…

- Snapshot of categories of registered delegates

Payment Summary for Sample PA Conference

Click here to print the summary
Completed & Paid Registrations: 3 / Total: $0

Complete & Unpaid Registrations: **0** View registration list

Registrations marked as paid with no additional payment flags or paypal ID: **1** / Total: **$0**

By Fee Options

Subtotal for NSTU Members

	Payments	Total
Cheques	0	0
Money Order	0	0
Paypal	0	0
Stripe	0	0
No Payment (special)	0	N/A
Payment Set by Admin	0	0
Confirmed (0)		

Subtotal for Substitutes

	Payments	Total
Cheques	0	0
Money Order	0	0
Paypal	0	0
Stripe	0	0
No Payment (special)	0	N/A
Payment Set by Admin	0	0
Confirmed (0)		

Subtotal for Other Affiiliates

	Payments	Total
Cheques	0	0
Money Order	0	0
Paypal	0	0
Stripe	0	0
No Payment (special)	0	N/A
Payment Set by Admin	0	0
Confirmed (0)		

Subtotal for Presenter/Volunteer

	Payments	Total
Cheques	0	0
Money Order	0	0
Paypal	0	0
Stripe	0	0
No Payment (special)	0	N/A
Payment Set by Admin	0	0
Confirmed (0)		

Subtotal for Pre-Service Teachers

	Payments	Total
Cheques	0	0
Money Order	0	0
Paypal	0	0
Stripe	0	0
No Payment (special)	0	N/A

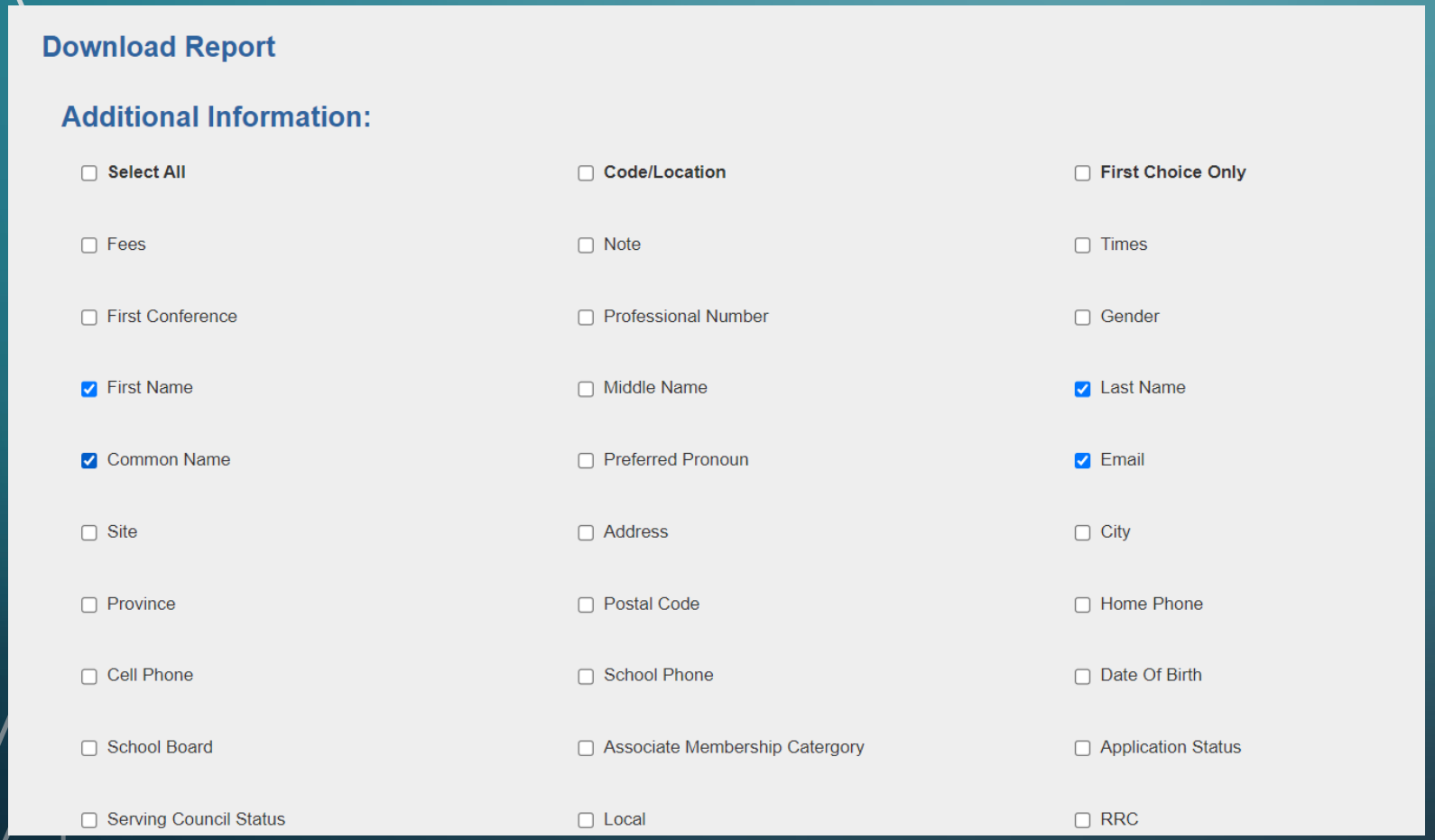
Subtotal for Retired NSTU Members

	Payments	Total
Cheques	0	0
Money Order	0	0
Paypal	0	0
Stripe	0	0

Subtotal for No Fee

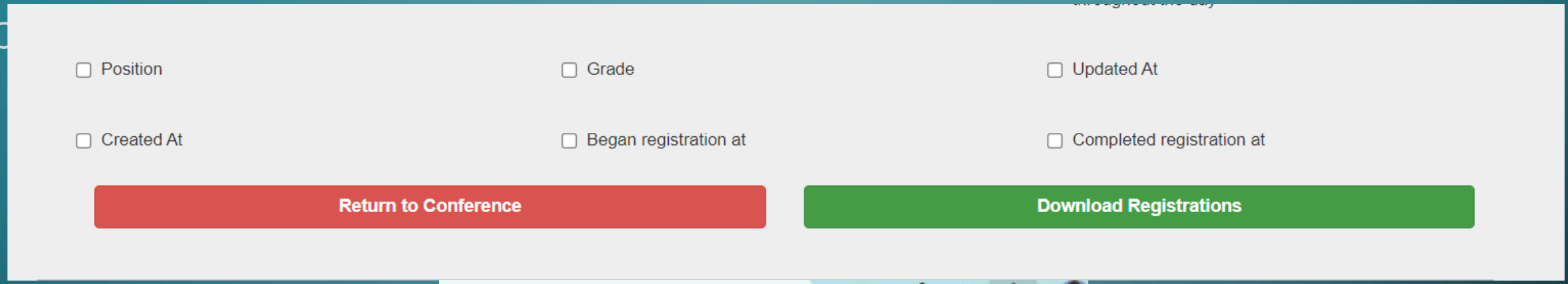
	Payments	Total
Cheques	0	0
Money Order	0	0
Paypal	0	0
Stripe	0	0
No Payment (special)	2	N/A
Payment Set by Admin	0	0
Confirmed (2)		

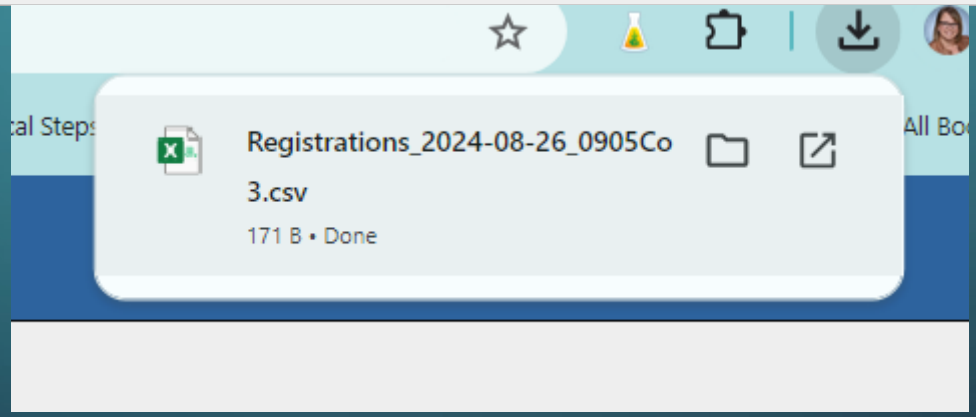
DOWNLOADING INFORMATION



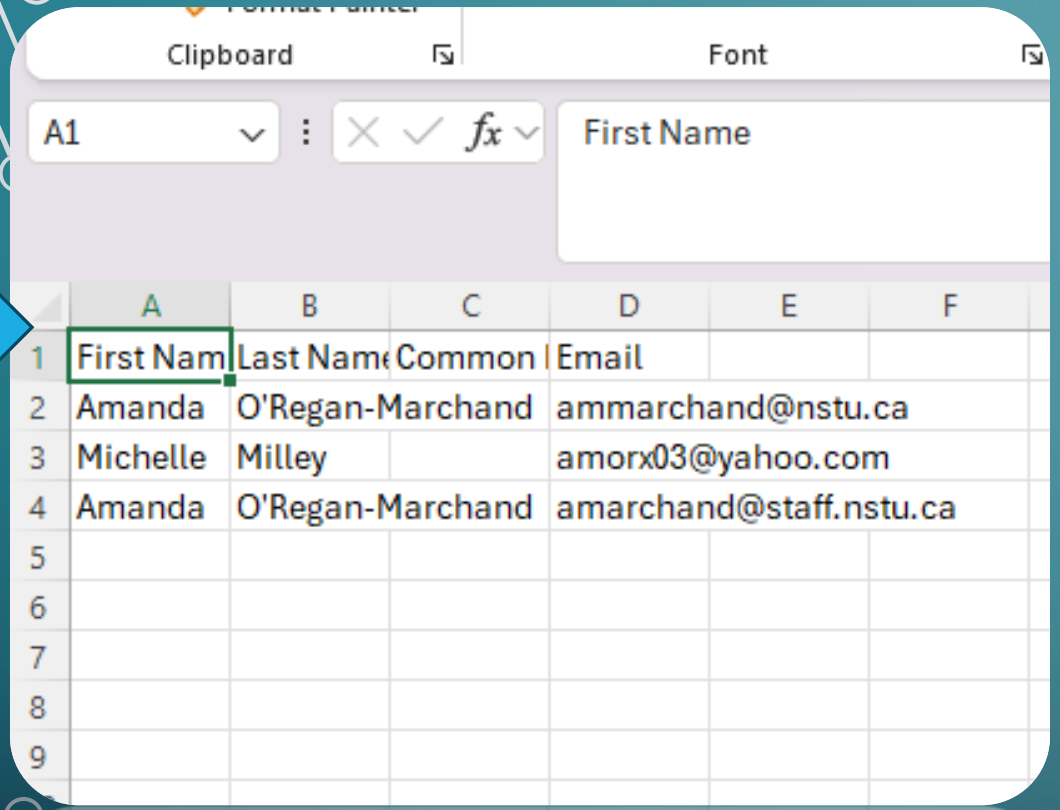
- Membership list (first name, last name, email
- What other information would be useful for the PA to have access to?

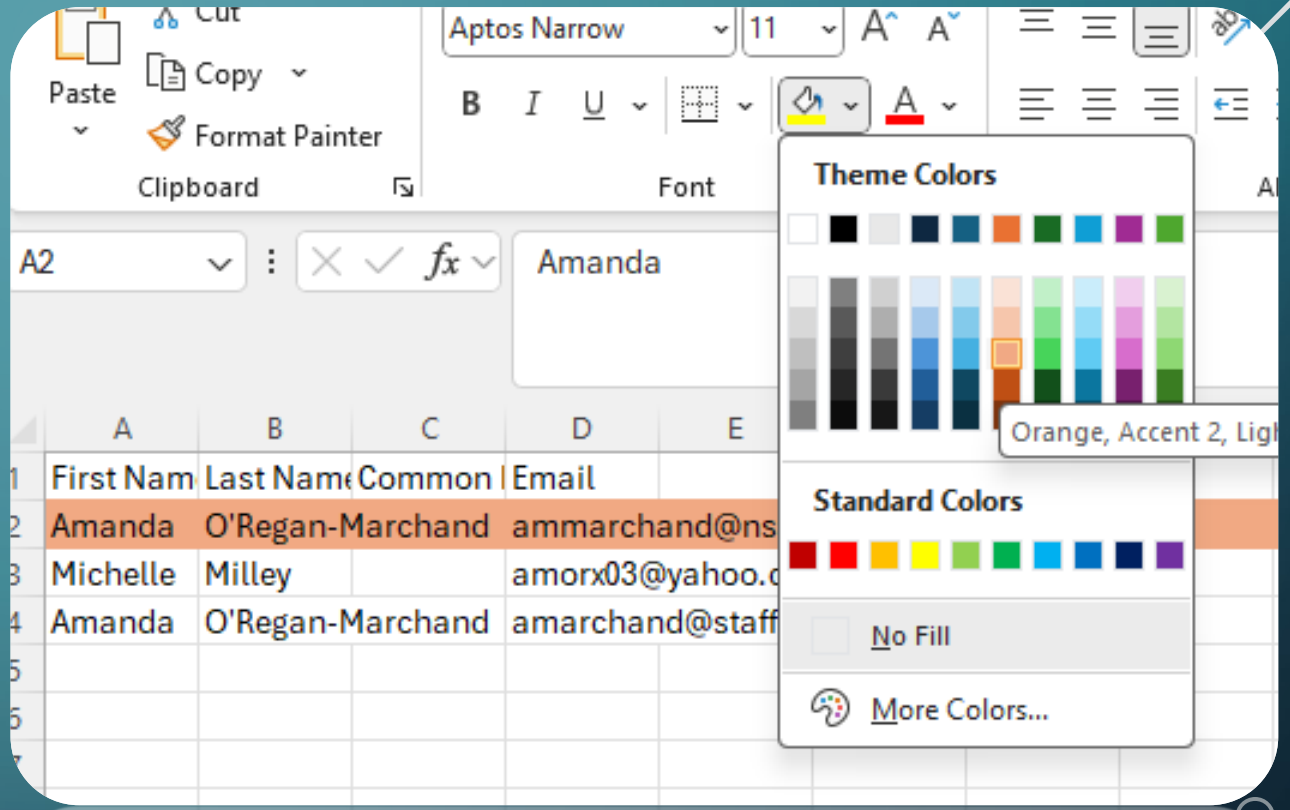
DOWNLOADING INFORMATION





ONCE DOWNLOADED…





You can click on the row number and highlight the row in a certain colour for those delegates who did not attend.

CANCELLING A WORKSHOP…

Click here to print the summary

Return to Conference

Workshops

Session A

	1st	2nd	
A1 Sample Workshop A1	1	1	Cancel
A2 Sample Workshop A2	1	1	Cancel

Session B

	1st	2nd	
B1 Sample Workshop B1	2	0	Cancel
B2 Session Workshop B2	0	2	Cancel

Session C

	1st	2nd	
C1 Sample Workshop C1	2	0	Cancel
C2 Sample Workshop C2	0	2	Cancel

CONFERENCE DAY…

Confirm attendance

- Open your latest registration download;

Highlight no-shows

- Highlight the names of folks who did not attend

Share info with NSTU

- Send names of no-shows WITH PA NAME to paconferences@nstu.ca

POST CONFERENCE…

REST	REFLECT	RECHARGE
▪ MAKE some time for much-deserved and needed down-time!	▪ Take some time to think about your conference and highlight areas of strength and growth	▪ Keep updated spreadsheet of attendees-this is your membership list for the 2024-2025 year!

QUESTIONS/SUGGESTIONS???

- Add them in the Zoom chat;
- Send via email!: amarchand@staff.nstu.ca
- Share during conversation!

THANK YOU FOR ALL YOU DO!