



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

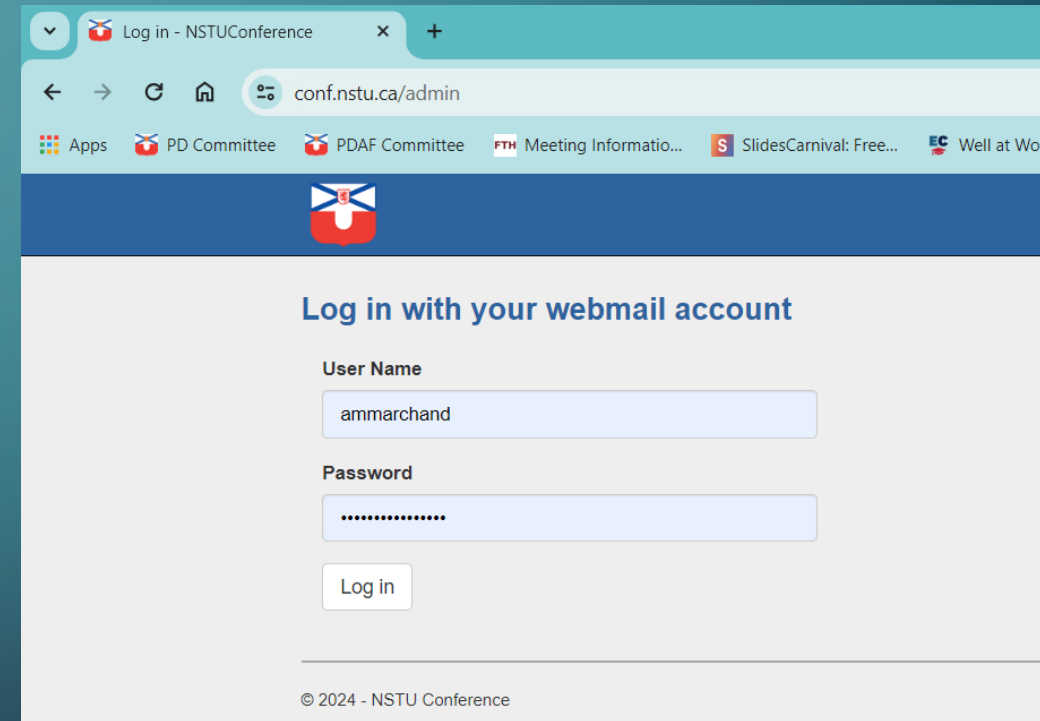
- Lead on-site registration;
 - Keep accurate records of attendance;
- Ensure that attendance record is accurate when communicated to NSTU in the required format

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.



The screenshot shows a web browser window with the address bar displaying 'conf.nstu.ca/admin'. The page features a blue header with the NSTU logo. Below the header, the main content area is titled 'Log in with your webmail account'. It contains two input fields: 'User Name' with the text 'ammarchand' and 'Password' with masked characters. A 'Log in' button is positioned below the password field. At the bottom of the page, a copyright notice reads '© 2024 - NSTU Conference'.

ONCE YOU LOG IN....

The screenshot shows a web browser at the URL `conf.nstu.ca/Conferences`. The browser's address bar and tabs are visible at the top. The application has a dark blue header with a logo on the left and navigation links for "Conferences" and "Manage Users" in the center. On the right of the header, the user "ammarchand" is logged in. Below the header, the "Conferences" section is displayed. It includes a row of buttons: "Create New" (green), "User Conference Search" (blue), and "Select All" (blue). Below these are another row of buttons: "Copy" (blue), "Open to Non-Members" (blue), "Close to Non-Members" (blue), "Tally Conferences" (blue), "Delete" (red), and "Archive" (red). A "Show 10 entries" dropdown and a "Search:" input field are also present. A table lists the conferences with columns for Name, Start, End, Reg Open, Reg Close, and Registrations. One conference, "Sample PA Conference", is listed with a checkbox, a checkmark icon, and a "Details" button.

Name		\$	Start	End	Reg Open	Reg Close	Registrations	
<input type="checkbox"/> Sample PA Conference	<input checked="" type="checkbox"/>		2024-10-25 9:00	2024-10-25 3:00	2024-09-14 2:00	2024-10-12 4:30	2 / 500	Details

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

Conferences Manage Users ammachand Logout

Sample PA Conference

Session A

(Friday, 9:00 AM - 10:00 AM)

		Attendance	1	2
A1	Sample Workshop A1	1 / 25	<input type="radio"/>	<input type="radio"/>
A2	Sample Workshop A2	1 / 25	<input type="radio"/>	<input type="radio"/>

Clear

Session B

(Friday, 10:30 AM - 11:30 AM)

		Attendance	1	2
B1	Sample Workshop B1	2 / 25	<input type="radio"/>	<input type="radio"/>
B2	Session Workshop B2	0 / 25	<input type="radio"/>	<input type="radio"/>

Clear

Session C

(Friday, 1:00 PM - 2:00 PM)

		Attendance	1	2
--	--	------------	---	---

REPORTS...LET'S GO FOR A "WALK"...

Reporting

[Workshop Attendance Report](#)

[Workshops Master List](#)

[Conference Registration List](#)

[Payment Summary Report](#)

[Download](#)

WORKSHOPS MASTER LIST...

Sample PA Conference

[Return to Conference](#)

Click [here](#) to print the summary

A1 - Sample Workshop A1

First Name:

Amanda

Last Name:

O'Regan-Marchand

Site:

A2 - Sample Workshop A2

First Name:

Michelle

Last Name:

Milley

Site:

- 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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit Archive Email Pay
Michelle Milley	amorx03@yahoo.com	1/15/2024 9:07:57 AM	1/15/2024 9:07:57 AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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 Affiliates

	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
Payment Set by Admin	0	0
Confirmed (0)		

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

Download Report

Additional Information:

- | | | |
|---|--|---|
| <input type="checkbox"/> Select All | <input type="checkbox"/> Code/Location | <input type="checkbox"/> First Choice Only |
| <input type="checkbox"/> Fees | <input type="checkbox"/> Note | <input type="checkbox"/> Times |
| <input type="checkbox"/> First Conference | <input type="checkbox"/> Professional Number | <input type="checkbox"/> Gender |
| <input checked="" type="checkbox"/> First Name | <input type="checkbox"/> Middle Name | <input checked="" type="checkbox"/> Last Name |
| <input checked="" type="checkbox"/> Common Name | <input type="checkbox"/> Preferred Pronoun | <input checked="" type="checkbox"/> Email |
| <input type="checkbox"/> Site | <input type="checkbox"/> Address | <input type="checkbox"/> City |
| <input type="checkbox"/> Province | <input type="checkbox"/> Postal Code | <input type="checkbox"/> Home Phone |
| <input type="checkbox"/> Cell Phone | <input type="checkbox"/> School Phone | <input type="checkbox"/> Date Of Birth |
| <input type="checkbox"/> School Board | <input type="checkbox"/> Associate Membership Category | <input type="checkbox"/> Application Status |
| <input type="checkbox"/> Serving Council Status | <input type="checkbox"/> Local | <input type="checkbox"/> RRC |

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

DOWNLOADING INFORMATION

☐ Position

☐ Grade

☐ Updated At

☐ Created At

☐ Began registration at

☐ Completed registration at

[Return to Conference](#)

[Download Registrations](#)



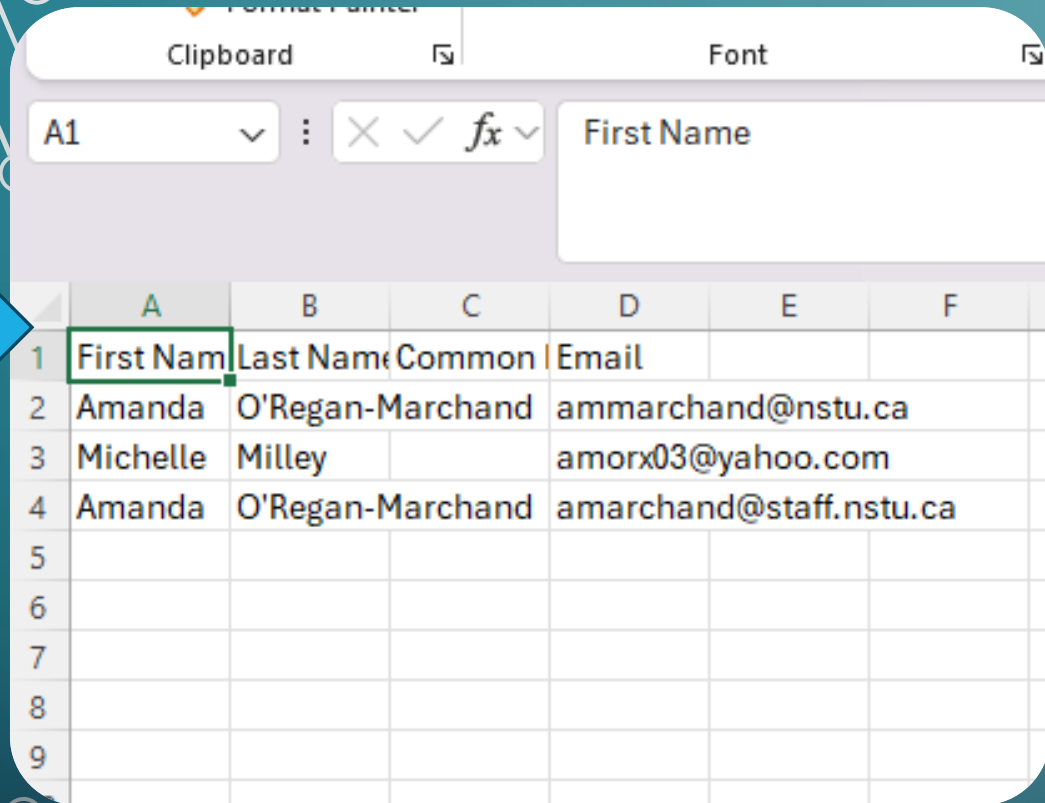
Registrations_2024-08-26_0905Co



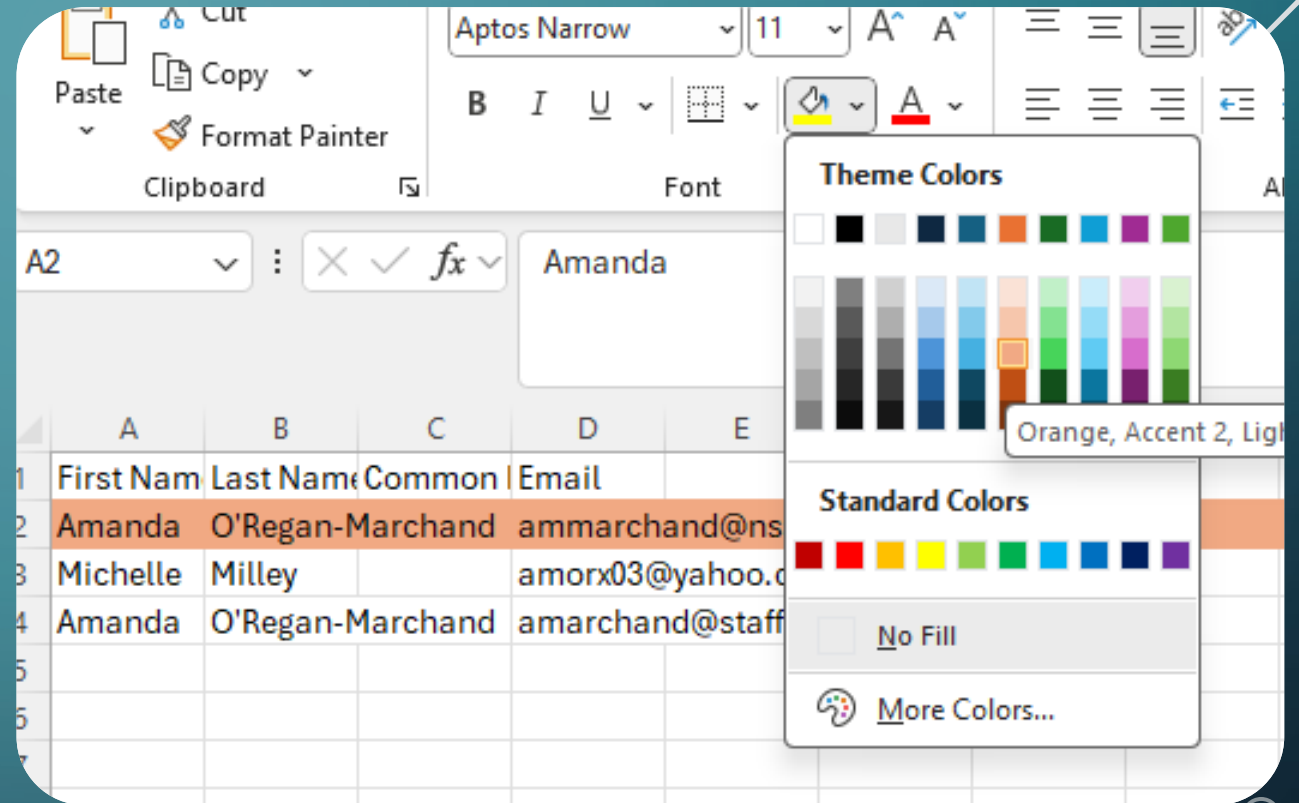
3.csv

171 B • Done

ONCE DOWNLOADED...



	A	B	C	D	E	F
1	First Name	Last Name	Common	Email		
2	Amanda	O'Regan-Marchand		ammarchand@nstu.ca		
3	Michelle	Milley		amorx03@yahoo.com		
4	Amanda	O'Regan-Marchand		amarchand@staff.nstu.ca		
5						
6						
7						
8						
9						



	A	B	C	D	E
1	First Name	Last Name	Common	Email	
2	Amanda	O'Regan-Marchand		ammarchand@nstu.ca	
3	Michelle	Milley		amorx03@yahoo.com	
4	Amanda	O'Regan-Marchand		amarchand@staff.nstu.ca	
5					
6					
7					
8					
9					

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

- MAKE some time for much-deserved and needed down-time!

REFLECT

- Take some time to think about your conference and highlight areas of strength and growth

RECHARGE

- 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!