



## PNAIS Online Registration System Start Up Guide (12.16.08)

### Account Types

There are two types of accounts within our system, "School" and "Individual" Accounts. They are each described in detail on page two. You will have to determine which is the most appropriate for you. *Setting up an "Individual" Account is the first step regardless of whether or not you ultimately need the permissions associated with a "School" Account.*

Here's how to get your default "Individual" Account started in three easy steps...

- 1) Follow the link on the green "News and Events" banner found on the right side of our homepage ([www.pnais.org](http://www.pnais.org)) to access the login screen.
- 2) Click the "New Account" button on the login screen shown below and follow the onscreen instructions.

NEWS & EVENTS

Online Registration  
is Now Open!

Logon to our [Online Registration System](#), create your account and begin registering for PNAIS Professional Development events today!

**Registered users please log in, click "Submit" when you are done:**

User ID:

Password:

**New users, click below to establish an account:**

- 3) Enter your account information in the fields provided. If you have the need to create a "School" Account, please contact Donald Stone at [dstone@pnais.org](mailto:dstone@pnais.org) and he will edit the permissions of your account accordingly.

**Login successful.**

If necessary, please update the appropriate contact information for your PNAIS online registration account as required. When you are ready to proceed, click the "Current Registrations" button below.

Name:

Phone:

email:

PNAIS Member Schools

School:

## Account Types

### School Accounts

Each school has *one* “School” Account. This account type acts as a “master” version and allows a single user, such as a Head’s Assistant or Business Officer to create accounts for individuals at their school and to register them for events. *Note, the login credentials for a “School” Account may be shared among several individuals should the need arise (example: various members of the Business Department).*

Once a “School” Account user has created an “Individual” Account for a person at their school per the onscreen instructions, the new individual’s name may be selected from the “Participant” dropdown menu on the screen shown below. You can even pass along the login credentials you establish for each new “Individual” Account to the person in question, which will allow them to register themselves anytime they wish. *There is no limit to the amount of “Individual” Accounts that can be created per school.*

**Please choose a person to register:**

If the person you wish to register does not appear in the dropdown menu, you must create an account for them by clicking the “Add Account” button below:

Participant:

[Add Account >](#)

**Choose a program:**

Program:

Access to the “School” Account allows users to track *all* of the registrations for the current academic year made by individuals at their school regardless of the account type used to create the registration. See the “Registration History” screen below.

**Registration History: PNAIS**

You may review past registrations for your school in the table below. To review registrations made during this session, click the green “Session” button below. Note, due to variations in fees related to postmark deadlines a “0” will appear in the “Fees” column for those who have registered via the payment-by-check option.

Name	Program	Start	End	Date Registered	Fee

Edit your online registration account information

[< Edit Account](#)

Review registrations made during this session

[Session >](#)

Register for a program

[Register >](#)

### Individual Accounts

This account type allows its owner to register only themselves for events. These type of accounts can be created by simply clicking on the “New Account” button on the initial login screen shown on page one or via a school’s “School” Account by clicking the “Add Account” button found on the “Please choose a person to register” screen. Users can track their current and previous registrations via the “Registration History” screen pictured above. Records of registrations made via an “Individual” Account can also be viewed by the user of a school’s “School” Account.

## General User Tips

- *Be sure to note the Early, Regular and Late registration fees and calendar deadlines for the event you are registering for.* These will always be posted for each event on the Event Detail Screen of the online PNAIS Professional Development Calendar. The system automatically adjusts the fee for credit card users, however pay-by-check users are responsible for submitting the correct amount in accordance with the stated postmark deadlines.
- *All Registrations created in a single session must be paid for using the same payment method (i.e. Visa/Mastercard, check, invoice).*

Example, if you wish to pay for some registrants via credit card and a separate group via check, you must complete the first group of credit card registrations in one session. Then, log back into the system in a second session, enter the second group of registrants and select the alternate pay-by-check method.

- Navigate using the buttons provided in the onscreen interface for the registration system. *Do not use your browsers "Back" and "Forward" buttons.*
- Registrants should receive an e.mail confirmation from PNAIS within two business days of their online session indicating their online registration has been processed successfully.
- Upon completing your online registration session, an "Instant Web Publishing" screen will appear. This is a "feature" of the software tools used to create our registration system and may be ignored. *Closing this login screen has no effect on the session you just completed.* To log into the PNAIS Online Registration System again, simply go back to the Event Detail Screen of the online PNAIS Professional Development Calendar you were initially viewing and click the appropriate link.