Registration Hints for the Pennsylvania Family Support and Home Visiting Conference

1. Go to the conference registration site: www.pattan.net.
   - Please make sure that you have the conference code! You’ll need it to register for the conference. Check with your program administrator for the code.

2. Click on the Log in/Register button in the top right corner of the page.
   - Log in or create an account if you do not have one.
   - If the name of your program is not listed in the drop down, chose “Other” & then type in your program name.

3. Click the Training Calendar button on the top left of the page.

4. Use the arrows to scroll the calendar forward to March. Click on the conference title on March 23, 2020.
5. Click on the **Register Now** button.

6. Choose the type of **inservice credit**.
   - Act 48 credits are only for teachers who have a Pennsylvania teaching certificate.
   - For **nursing and social work credits**, choose No Credit. You will register for these credits the day of the conference.

7. Choose a breakout session at each time period. **Click on the blue + sign** to see all the options. You must choose one session from each session time slot.

8. Once you have entered all your breakout sessions, **click one of the blue boxes** at the bottom right of the page. Choose the box that corresponds with your inservice credits.
9. Make sure that all your information is complete on the Conference Registration Form.
   - If you do not have a PPID (for licensed teachers ONLY) enter 0000000
   - If you are not part of an IU enter NA (it may tell you no in red but ignore that warning)
   - Double check that if the name of your program is accurate.

10. Enter the conference code on the bottom of the Conference Registration Form. Talk to your program administrator if you don’t have the code.

11. Click on the Register button, and you’re done! You will receive an email confirming your registration.

For registration questions and support, please email Molly Martz at mmartz@pattan.net please use Family Support Conference in the Subject

For questions about the conference content, please email RA-PWPAHOMEVISITING@pa.gov please use Family Support Conference in the Subject