Registration Hints for the
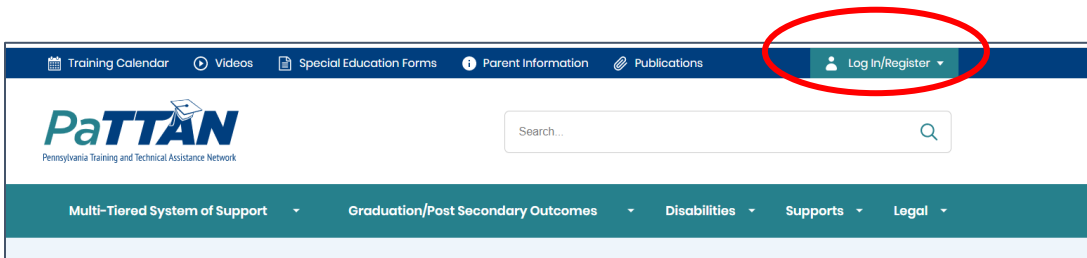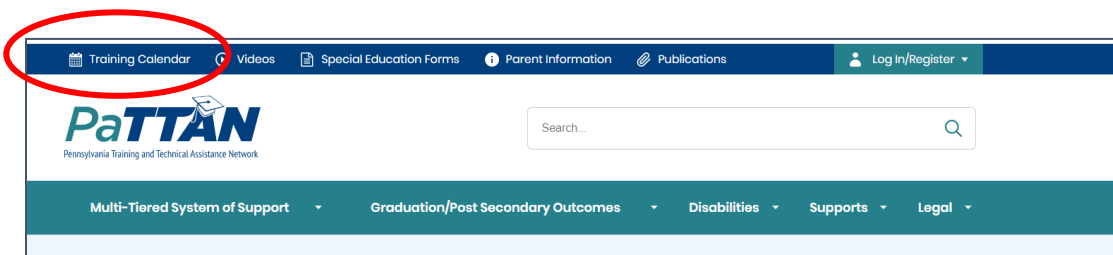# Pennsylvania Family Support and Home Visiting Conference

1. Go to the conference registration site: **www.pattan.net.**

   o **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.

   o **Log in or create an account** if you do not have one.

   o 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.
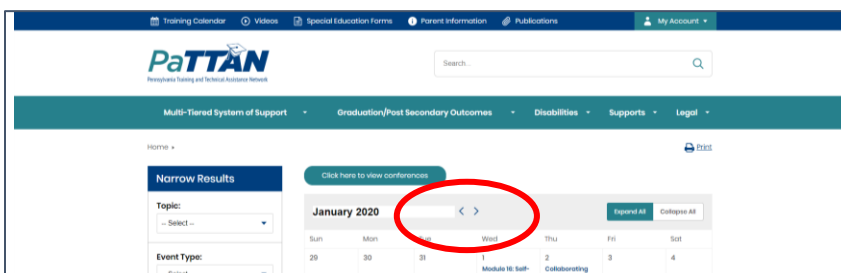
5. Click on the **Register Now** button.

6. Choose the type of **inservice credit**.

    o   Act 48 credits are only for teachers who have a Pennsylvania teaching certificate.

    o   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 chooses 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.
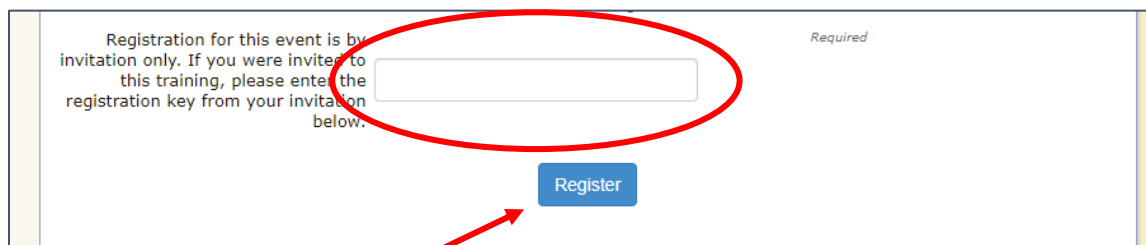
9. Make sure that all your information is complete on the **Conference Registration Form**.

   o If you do not have a PPID (for licensed teachers ONLY) enter 0000000

   o If you are not part of an IU enter NA (it may tell you no in red but ignore that warning)

   o 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