

## Institutional Membership Step by Step (to pay for multiple counsellors at your institution)

Go to the BC PSCA web site, <http://bcpsca.com/>

The screenshot shows the BC Post-Secondary Counsellors' Association (PSCA) website. The browser address bar displays <http://bcpsca.com/>. The page features a blue navigation menu on the left with options like Home, Archives, Login / Register, Forums, Events, Facebook Page, Membership, Services, Executive, Members at Large, Counsnet, Constitution, Standards, Ethics, Ode to PSCA, Resources, Publications, About Us, and Facebook Gallery. The main content area displays the PSCA logo, the title "BC Post-Secondary Counsellors' Association", and a login/register form. The form includes fields for "Username or Email Address" and "Password", a "Remember Me" checkbox, and buttons for "Log In" and "Register New Account". Below the form, there is a section titled "Welcome to PSCA" with introductory text and a "Members' Viewpoint" section containing a list of testimonials.

**New to PSCA or purchasing on behalf the counselling department (eg. Administrator who is not a PSCA member)?** Click on "Login/Register" then "Register New Account" and follow the steps to create a login.

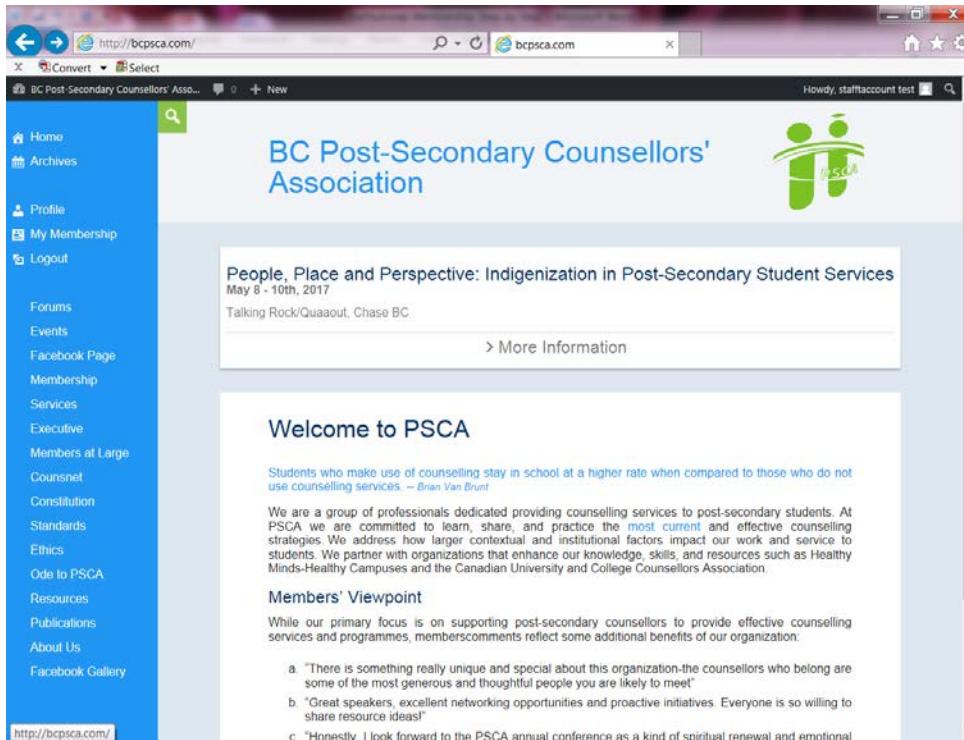
**\*Note:** Email the Membership Director (<http://bcpsca.com/index.php/executive/>) once you have created a login so I can designate you as the purchasing staff person.

**Already have a login?** Click on Login/Register and enter your information.

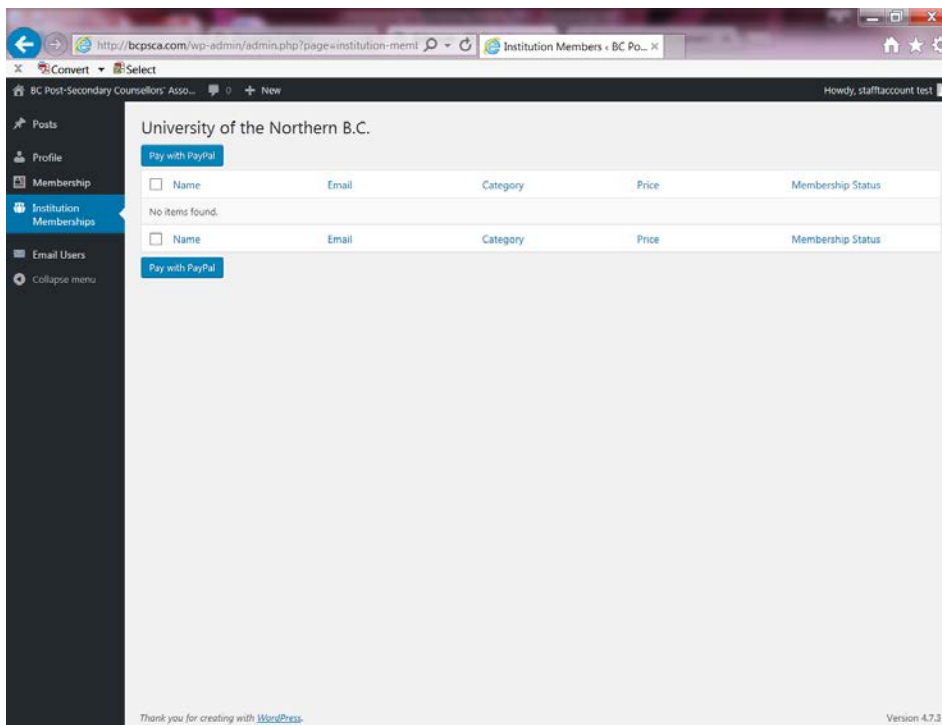
**Can't remember your username or email address?** Contact the Membership Director. Contact information is listed under "executive" on the web site: <http://bcpsca.com/index.php/executive/>

**Can't recall your password?** Try a password, if it is incorrect you will be directed to another page where you can click the "forgot password" link. Follow the directions to create a new password.

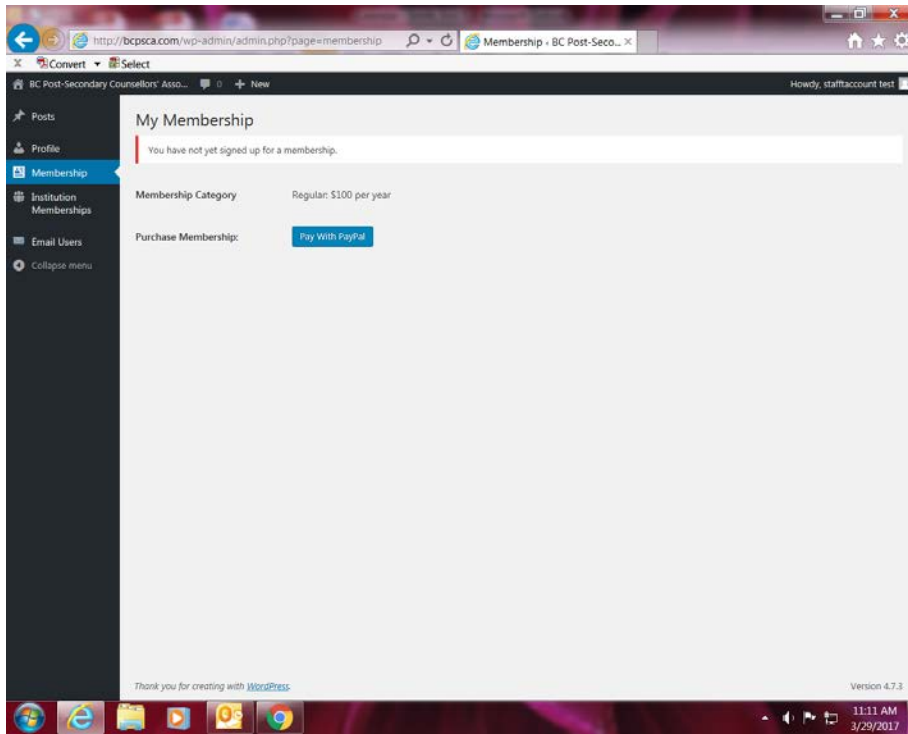
Once you successfully login, you should see this page. Click on “My Membership” on the left menu.



Click on Institutional Membership and a list of all the counsellors for your institution should appear. Only Counsellors who have created a login for PSCA are listed. To add someone to the list, have them create a login or contact the Membership Director for assistance. Check the boxes for each person you want to purchase a membership for and then click the button “pay with PayPal”.



If you are the staff person purchasing, but you also want to purchase a membership for yourself, you need to do that in a separate transaction. On the same page, click “Membership” and then “Pay with PayPal”



This is what the PayPal screen should look like. You will receive an email receipt once the transaction is complete.

