

GUARDIANSHIP TRACKING SYSTEM WORKSHOPS: WINTER 2019

The Administrative Office of the Pennsylvania Courts (AOPC) is offering a series of workshops that show court-appointed guardians how to use the new Guardianship Tracking System (GTS). The GTS makes it possible for guardians of adult incapacitated persons to file inventory and annual reports online from any internet-accessible computer.

We are pleased to offer these workshops in both an online and in-person format. Each workshop covers the same information so feel free to attend any session that fits your schedule. Registration is required for all workshops through WebEx.

Workshop Topics:

- Overview of the GTS
- How to log in to the GTS
- How to navigate the GTS Dashboard
- How to submit guardianship reports online
- How to determine if a report was accepted by the court
- Discuss additional support for GTS submissions

**If you participated in a 2018 workshop, there is no need to attend. No new information is being presented.*

Online Workshop schedule

1	January 10	10am
2	January 10	2pm
3	January 29	1pm
4	January 29	6pm
5	February 12	8am
6	February 12	2pm
7	February 28	9am
8	February 28	1pm
9	March 13	10am
10	March 13	4pm
11	March 28	8am
12	March 28	3pm

Both registration and the workshop are completed through WebEx. Attending a session requires a computer or laptop with an internet connection.

In-Person Workshop schedule

1	January 31	Allentown	Hilton Garden Inn
2	February 20	State College	Hampton Inn & Suites

These sessions are held at the specified location and WebEx is used for registration only. Additional details on locations and start times are provided during registration.



Registration instructions appear on the next page.

How to Register for a GTS Workshop through WebEx

Any person planning on attending a workshop, whether online or in-person, must register for their preferred session through the AOPC registration site on WebEx.

Registration can be completed using the following steps:

1. Go to the registration web site: **<https://pacourts.webex.com>**
2. Click on the **Webex Training** link.
3. A full list of training classes offered by the AOPC display – Look for classes with a topic name starting with the acronym **GTS**. Hover your mouse pointer over any of these topic names to see the location of the class.
4. Click on the **Register** link for the preferred training class.
5. Complete the registration page. All fields are required. Please provide as much registration information as possible. If there are items that do not apply to the person registering, enter NONE in the field.
6. Click the **Register** button at the bottom of the screen. You will receive an e-mail confirming your registration and a reminder e-mail will be sent a few days prior to training.

If you are attending one of the online workshops, you will receive instructions for logging into the online classroom and printable training documents will be e-mailed to you prior to your scheduled session. If you signed-up for an in-person workshop, you will receive additional information about the location where the class will be held. For these sessions, training documents are provided upon your arrival.

Cancellations: If you register for a class and later decide not to attend, instructions for cancelling a registration are included in the confirmation and reminder emails.