

## GUARDIANSHIP TRACKING SYSTEM ONLINE WORKSHOPS: SPRING 2019

The Administrative Office of the Pennsylvania Courts (AOPC) is offering a series of online 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.

These online workshops are conducted through WebEx. Registration is required. You are welcome to attend any session that fits your schedule.

### 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 have participated in a past workshop, in-person or online, there is no need to attend. No new information is being presented.*

### Online Workshop schedule

1	April 10	10am
2	April 10	2pm
3	April 29	1pm
4	April 29	6pm
5	May 15	8am
6	May 15	2pm
7	May 31	9am

8	May 31	1pm
9	June 13	10am
10	June 13	4pm
11	June 25	8am
12	June 25	3pm

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

*Registration instructions appear on the next page.*

## GTS WORKSHOP REGISTRATION INSTRUCTIONS

Any person planning on attending a workshop must register for their preferred session through 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.

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.

*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.*

**AOPC**

Administrative Office of  
the Pennsylvania Courts

