

GUARDIANSHIP TRACKING SYSTEM WORKSHOP

The Administrative Office of the Pennsylvania Courts (AOPC) is pleased to offer a series of workshops that will show court-appointed guardians how to use the new Guardianship Tracking System (GTS). GTS will make it possible for guardians of adult incapacitated persons to file inventory and annual reports online from any internet-accessible computer. The GTS will be introduced to the Pennsylvania courts throughout the summer/fall of 2018 and will be available in all counties by December 31.

Workshop Topics:

- Overview of GTS
- How to log in to 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

How to Register for a Workshop:

Any person planning on attending may sign-up for any one of the available classes through the AOPC registration website. Registration can be completed using the following steps:

1. Go to the registration web site: <https://pacourts.webhex.com>
2. Click on the Training Center link at the top of the screen.
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, simply 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.

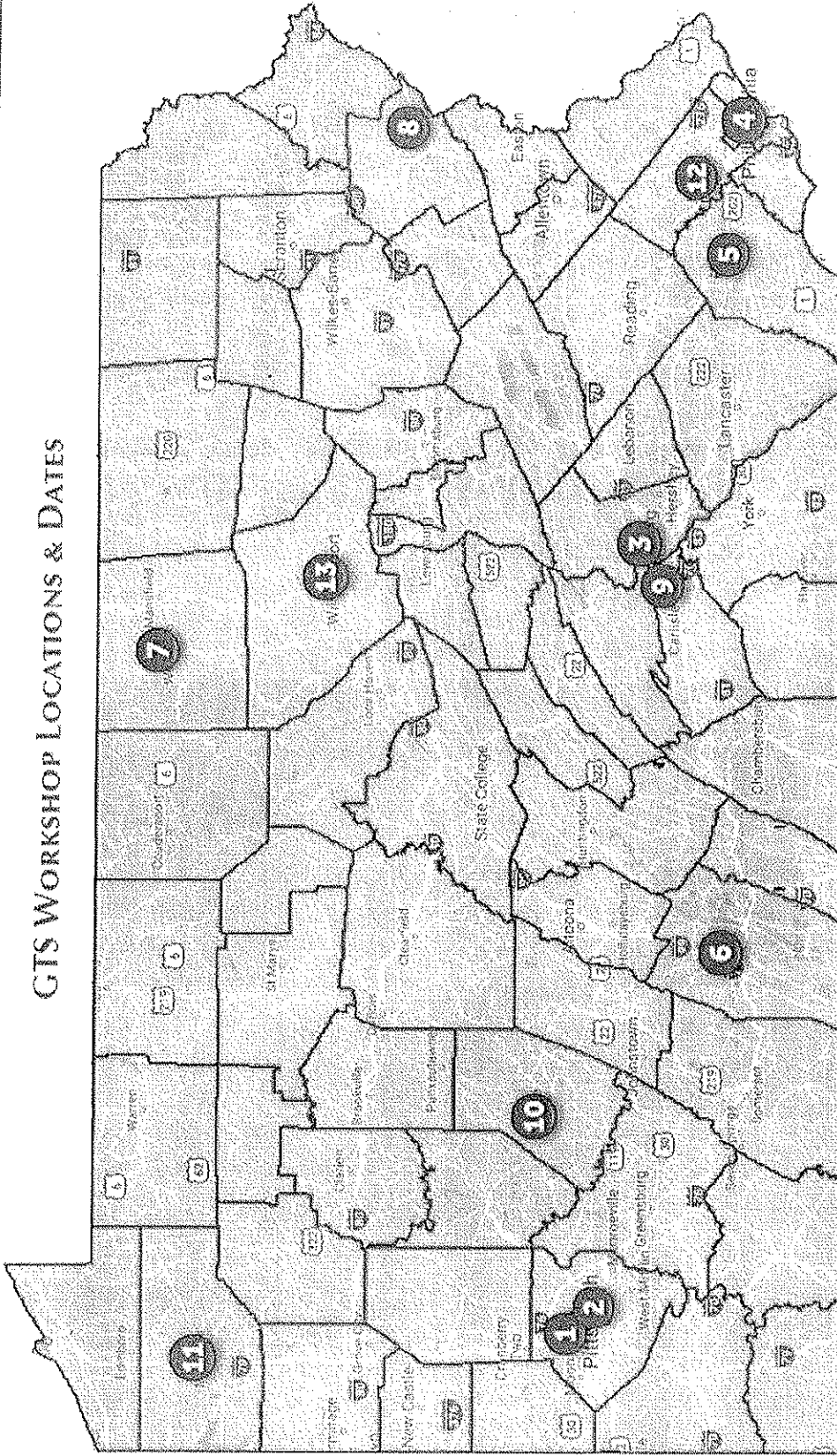
Cancellations: If you register for a class and later decide not to attend, instructions for cancelling a registration are included in the confirmation and reminder emails.



AOPC

*Locations/Dates on next page

GTS WORKSHOP LOCATIONS & DATES



1	July 17	Pittsburgh	Frick Building
2	July 26	Pittsburgh	Frick Building
3	August 8	Harrisburg	Pennsylvania Judicial Center
4	August 30	Philadelphia	Widener Building
5	September 20	Exton	Hampton Inn
6	September 21	Bedford	Hampton Inn
7	October 19	Wellsboro	Tioga County Courthouse

8	October 24	Stroudsburg	Hampton Inn
9	November 5	Mechanicsburg	Hampton Inn
10	November 16	Indiana	Hampton Inn
11	December 5	Meadville	Hampton Inn
12	December 11	King of Prussia	Hyatt Place
13	December 21	Williamsport	Holiday Inn Express

Each of these scheduled workshops covers the same information. Additional location details and start times are provided during the registration process.