

Ways for Teachers to Access PSA Memberships

There are many ways for teachers to access a PSA membership:

1. Purchase a PSA membership directly from the BCTF.
2. Participate in a PSA conference.
3. Participate in an induction ceremony or welcome event at their Local.
4. Participate in a BCTF workshop or SURT for TTOCs or new teachers.
5. Upload a resource to TeachBC.

Purchase a PSA membership directly from the BCTF.

The easiest way to handle this is to have the member purchase their PSA membership directly from the [BCTF Shopify store](#), and then reimburse the member for the purchase if your Pro-D language supports this.

Some locals prefer to avoid having the member pay up front and have previously submitted paper forms along with a cheque for payment of the fees. The Federation is phasing out paper forms, but the Shopify page does not allow for a Local to make direct purchases on someone else's behalf. If a local wishes to purchase PSA memberships directly for their members, please contact psa-coordinator@bctf.ca for the appropriate forms and instructions.

Participate in a PSA conference.

Many PSAs either provide a PSA membership as part of conference attendance or provide the option of purchasing one during the registration process. Most PSAs hold their conference on the October PSA day, but they may hold additional conferences later in the year or hold their main conference at an alternate time. Links to PSA websites and conference registration sites can be found at www.PSADay.ca.

Participate in a Local induction ceremony or welcome event.

The BCTF provides a free PSA membership to each new inductee who attends a Local induction ceremony or welcome event. Previously, these were done via paper form. The process has been streamlined, however. Now, Locals collect the first name, last name, and email address of the inductee, and the Local president has access to an [upload process](#) that will then automatically email each member on the list with a code. The member uses the code at the BCTF Shopify store to sign up for a free PSA membership. Inquiries regarding the process can be made to psa-coordinator@bctf.ca.

Participate in a BCTF workshop or SURT for TTOCs or new teachers.

Local organizers for BCTF Workshops or SURTs that are asked to provide an excel sheet containing the first and last names of attending members and an email address. Members will be emailed a code for the BCTF Shopify store that can be used to sign up for a free PSA membership.

Upload a Resource to TeachBC

The first time a member uploads a resource to [TeachBC](#), they are prompted to contact the BCTF for a PSA membership as a thank you. After they email the Federation, they will be provided with a coupon code for the BCTF Shopify store for a free PSA membership.

Communication from PSAs

The membership purchase process is not instantaneous. Memberships from Shopify are uploaded on a weekly basis with a start date of the first of the month after purchase. The volunteer PSA Memberships Coordinator must log in regularly to the membership database to determine if they have any new members. If a member has not heard from a PSA, please have them [email](#) the PSA, ideally with a copy of their Shopify receipt, to prompt communication.