Summer '25 Guardianship Tracking System Online Workshops

Overview

The Administrative Office of the Pennsylvania Courts (AOPC) is offering a series of online workshops that show court-appointed guardians how to use the 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

This is the same subject matter covered in all past workshops.

Online Workshop Schedule

TUESDAY	08 July	08 AM
THURSDAY	24 July	02 PM
FRIDAY	08 August	10 AM
TUESDAY	20 August	05 PM
MONDAY	09 September	09 AM
THURSDAY	22 September	01 PM

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

GTS Workshop Registration Instructions

Anyone planning on attending a workshop must register for their preferred session through WebEx. Registration can be completed using the following steps:

Step 1

Go to our WebEx website

Complete one of the following:

- Scan the QR code with your mobile device and proceed to Step 3.
- Navigate to WebEx (**https://pacourts.webex.com**) and continue to Step 2.

Step 2

Access the WebEx Training Page

On this webpage, click on the three horizontal lines ☰ appearing to the left and select WebEx Training from the menu. Note: The WebEx Training page may try to open in a new browser page or tab. If you have popup blockers enabled, the page may not open. You may need to disable popup blockers, or authorize one-time access if prompted, and then try opening the page again.

Step 3

Choose a Training Class

A full list of training classes offered by the AOPC displays on the WebEx Training page – Look for classes with a topic name starting with the acronym **GTS**. If needed, hover your mouse pointer over any of these topic names to see the full name of the class. Click on the *Register* link for the preferred training class.
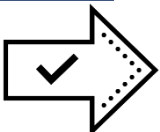
Step 4

Complete the Registration Form

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.

Step 5

Complete Your Registration

Click the **Register** button at the bottom of the screen. You will receive a confirmation e-mail, 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 any applicable 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