

Spring '26

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

WEDNESDAY	08 April	08 AM
THURSDAY	23 April	02 PM
TUESDAY	05 May	10 AM
MONDAY	18 May	05 PM
FRIDAY	05 June	09 AM
WEDNESDAY	17 June	01 PM

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

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 WebEx Meetings

On the Join a Meeting page, click on the three horizontal lines  appearing to the left and select 'Meetings' from the menu.

Step 3



Choose a Training Class

A list of AOPC training classes scheduled for the current week is displayed on the Public Meetings page. To view more upcoming classes, click on the Date Range dropdown, type a different To date using a m/d/yyyy format, and click **OK**. From the classes that display, look for those starting with 'GTS'. Click on the appropriate training class name and, when the page for that class opens, click the **Register** button.

Step 4



Complete the Registration Form

In the Register for Webinar section, click the **Register** button to open the registration popup. 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 popup. You will receive a confirmation e-mail, and a reminder e-mail will be sent 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.

