

# How to Enter a New GKAS Event



ADA American Dental Association®

## Step 1

Click into the GKAS online Data Sign-up System: <https://gkas.ada.org/sign-up>, acknowledge the terms & conditions, and continue to Sign Up.

## Step 2

Create your new GKAS Profile account by entering a username & password.

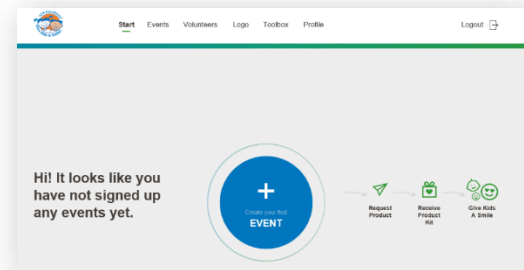
- Most people use their email address as their username and create a password (6 digits or more – something easy to remember). You will use them each time you enter the system.
- Select activate by email or by text message (a one-time verification link will be sent to you).

## Step 3

You will receive an email or text verification from GKAS. Click the “Confirm email” link in the email.

## Step 4

Click the blue “Go to login” box on your screen. Then enter your primary contact and organization information.



## Step 5

Enter your planned event information.

## Step 6 & 7

Request product for your event October 1 – November 15. The product request box will deactivate after November 15.

Enter the names of dentist and dental student volunteers for your event.

4 of 5 Product Request

I am interested in requesting product for my event(s) ?  
Requesting products is no longer possible.

5 of 5 Add Dentist Volunteers Names

To add a dentist volunteer, please complete required fields and click +Add.  
Enter the first name and first 2 letters of the last name. The system will automatically fill in the remaining fields. Rectangular Snip

Volunteer type	First name	Last name	ADA number	+ Add
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## Step 8

Be sure to click SAVE.

## Step 9

If you would like to enter multiple events click the Event tab in the top navigation and click **+Add**. Then proceed to enter your next event.

If you have questions, please contact us at [gkas@ada.org](mailto:gkas@ada.org). Thank you very much.