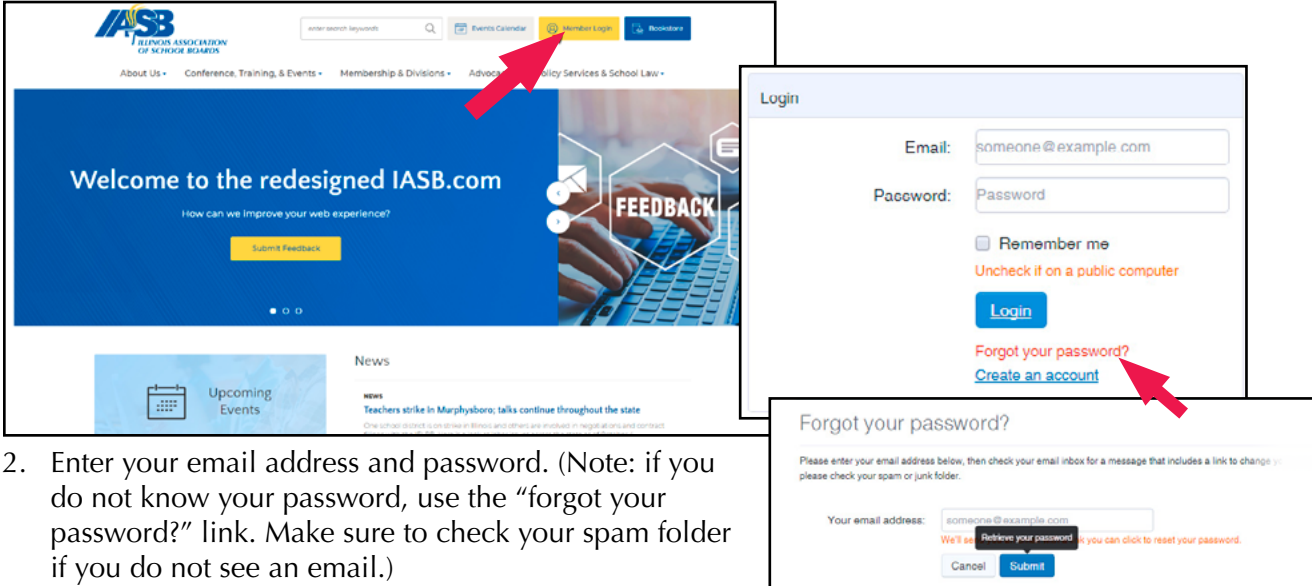


# How to Register Yourself for an Event

You will need the email address that you regularly use to transact with IASB. If your email address is not on file with IASB, or if you don't know the email address, please contact your superintendent's office for further assistance. **Please do not create a new account.**

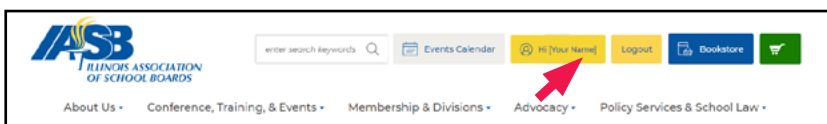
1. Click on the "Member Login" button on the top navigation.



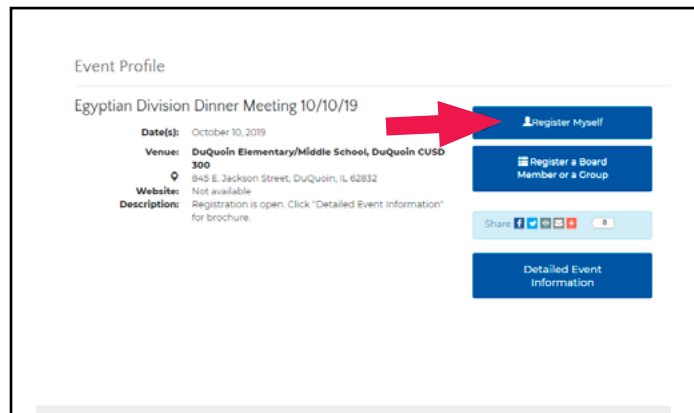
The screenshot shows the IASB website homepage. A red arrow points to the "Member Login" button in the top navigation bar. Below the navigation bar is a large blue banner with the text "Welcome to the redesigned IASB.com" and a "Submit Feedback" button. To the right of the banner is a "FEEDBACK" form. Below the banner is a "News" section with a headline "Teachers strike in Murphysboro; talks continue throughout the state". To the right of the main content is a "Login" form with fields for "Email" (containing "someone@example.com") and "Password". Below the password field are checkboxes for "Remember me" and "Uncheck it on a public computer", a "Login" button, and links for "Forgot your password?" and "Create an account". A red arrow points to the "Create an account" link. Below the login form is a "Forgot your password?" form with a "Your email address:" field (containing "someone@example.com") and a "Submit" button. A red arrow points to the "Submit" button.

2. Enter your email address and password. (Note: if you do not know your password, use the "forgot your password?" link. Make sure to check your spam folder if you do not see an email.)

3. To return to your account page at any time, please click the "Hi [Your Name]" button on the top navigator bar.



4. Click the "Events Calendar" tab at the top of the page. Choose the event which you want to register, click "View Event," and then "Register."
5. Click the "Register Myself" button on the right side of the page. (Note: if you do not see a "Register Myself" button, it could mean that you have already been registered for this event by your recording secretary or superintendent, or you are not receiving membership benefits through your district. Please contact your recording secretary to verify registration and your inclusion on the district roster.)



The screenshot shows the "Event Profile" page for the "Egyptian Division Dinner Meeting 10/10/19". The event details include: "Date(s): October 10, 2019", "Venue: DuQuoin Elementary/Middle School, DuQuoin CUSD 300", "Address: 845 E. Jackson Street, DuQuoin, IL 62832", and "Website: Not available". The "Description" states: "Registration is open. Click 'Detailed Event Information' for brochure." On the right side of the page, there are three buttons: "Register Myself" (with a red arrow pointing to it), "Register a Board Member or a Group", and "Detailed Event Information". Below the buttons are social media sharing icons for Facebook, Twitter, LinkedIn, YouTube, and Email.

[continued next page](#)

# How to Register Yourself for an Event, continued

6. Check that your information is correct. Make sure a registrant type is selected and complete any other fields as necessary.

**Dietary Restrictions?** If you have food allergies or dietary restrictions, you must inform IASB at time of registration by filling out the ADA & Special Dietary Needs section. If your district secretary registers you for events, please inform them prior to each event registration.

Accessibility Requirements & Special Dietary Needs. All dietary requests are taken into consideration. IASB cannot guarantee that any menu item is completely free of allergens.

ADA Requests

7. If everything looks correct, select the “Add to Cart” button at the bottom-right of the page.
8. Double-check that the event you intended to register for is listed and select the “Check-Out” button.

Product	Price	Member Type	Category
Egyptian Division Dinner Meeting 10/2019	25.00	[Any]	

Sessions

Product	Price	Capacity	Available	Starts	Ends	Comments
	25.00					

25.00 total Calculate total amount to pay

Cancel Add to Cart

9. Enter your billing and payment information. Once all this information has been entered, select “Continue”.
10. Double-check that the information is correct, then click the “Submit Order” button on the right side of the screen.

IASB Shopping Cart | View

Continue to Shop Check-Out

net total	discount	price	quantity
25.00	0.00	25.00	1.00 Required

11. Your purchase details should appear, click “Done” in the bottom-right corner.
12. If you would like to review your invoice, select “My Invoices” in the “My Account Links” or locate the “My Recent Invoices” at the bottom of the screen. Find and click on the invoice number.

Profile Details

Name:

Company:

My Account Links

View All My Invoices

- My Invoices
- My Membership
- My Events
- My Interests
- Change My Password
- PFESS Login
- Education & Recognition Programs
- My Division

My Recent Invoices

Invoice	Invoice Date	Total	Payment	Balance Due
155881	04/12/2017	\$350.00	\$0.00	\$350.00
154680	02/22/2017	\$30.00	\$0.00	\$30.00

View All Invoices