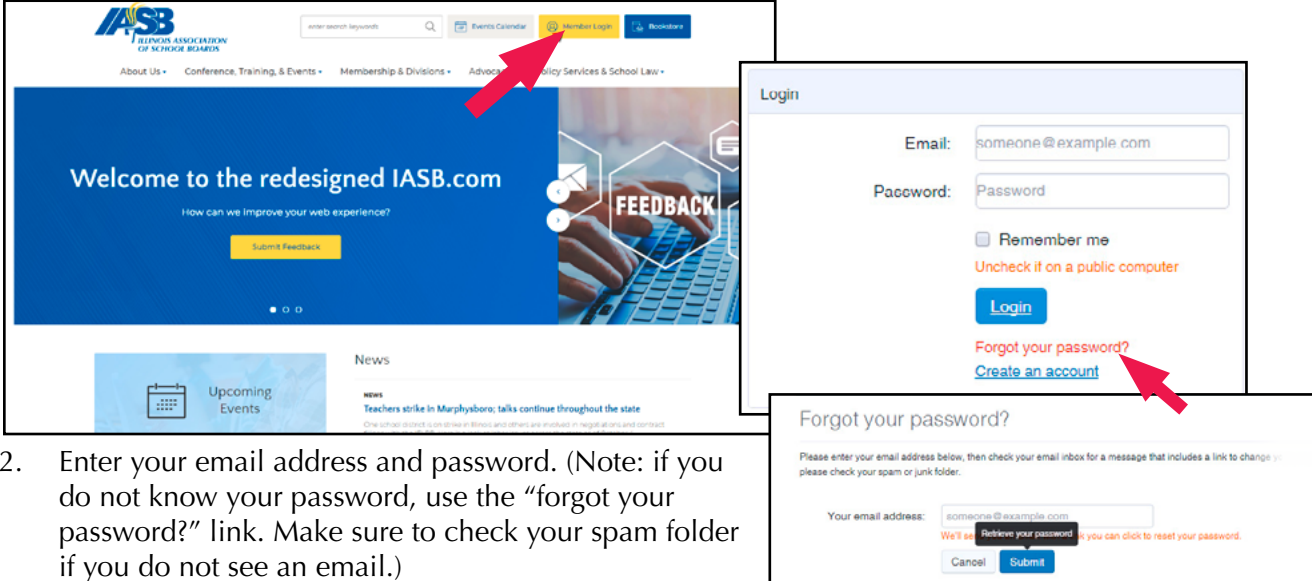


How to Register Members of Your District for an Event

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 IASB at (217) 528-9688, ext. 1100.

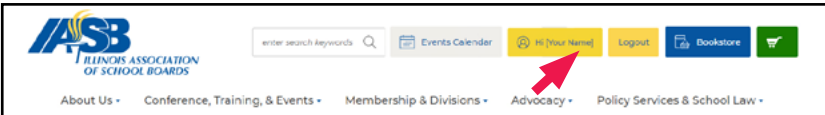
1. Click on the "Member Login" button on the top navigation.



The screenshot shows the IASB website's top navigation bar with the "Member Login" button highlighted by a red arrow. Below the navigation bar is a "Welcome to the redesigned IASB.com" banner. To the right, a "Login" form is shown 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 text input field for the email address and "Cancel" and "Submit" buttons.

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.



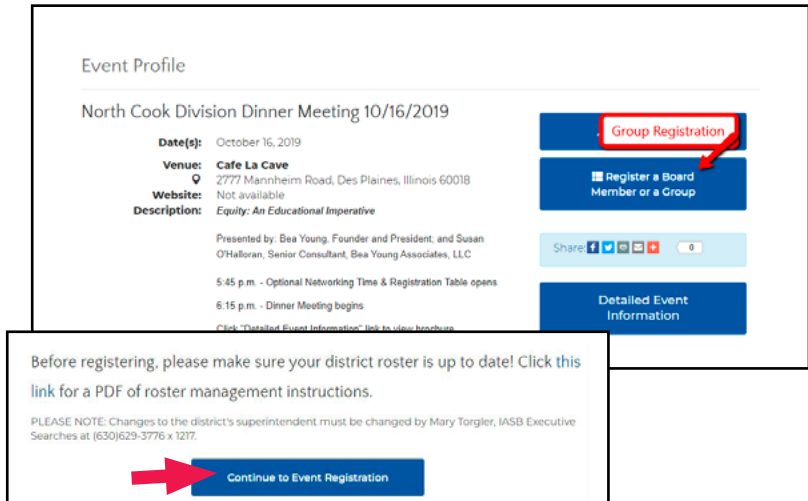
The screenshot shows the top navigation bar of the IASB website. The "Hi [Your Name]" button is highlighted with a red arrow. Other navigation items include "About Us", "Conference, Training, & Events", "Membership & Divisions", "Advocacy", and "Policy Services & School Law".

4. Click the "Events Calendar" tab at the top of the page. Choose the event which you want to register one or more members of your district.

5. Locate the meeting you wish to register your board. Click on "View Event" then click register.

6. Click the "Register a Board Member or a Group" button on the right side of the page.

7. Once your roster is complete and accurate, click "Continue to Event Registration" above your roster lists.



The screenshot shows the "Event Profile" page for the "North Cook Division Dinner Meeting 10/16/2019". The event details include the date (October 16, 2019), venue (Cafe La Cave, 2777 Mannheim Road, Des Plaines, Illinois 60018), and description ("Equity: An Educational Imperative"). On the right side, there are three buttons: "Group Registration" (highlighted with a red box and arrow), "Register a Board Member or a Group", and "Detailed Event Information". Below the event details is a text box with a link to a PDF of roster management instructions and a "Continue to Event Registration" button highlighted with a red arrow.

continued next page

How to Register Members of Your District for an Event, continued

- This will bring you to adding your registrants for this meeting. Click “Add a Group Registrant.”
- Select the Registrant type from a drop down list if one is not already defaulted. Select your board member’s name from the drop down on the Registrant name section. Scroll down the page and make sure the event fee is selected and any sessions are selected (if applicable).

10. Dietary Restrictions? If any registrants have food allergies or dietary restrictions, you must inform IASB at time of registration by filling out the ADA & Special Dietary Needs section.

- Once all of this information is correct, select “Add to Group.”
- If you have more registrants for this same meeting, click “Add a Group Registrant” and repeat the process. If you have no more board members attending this meeting, click “Save and Add to Cart.”
- This will bring you to your IASB Shopping Cart. Click “Check-Out” if all of the information in the cart is correct. If you wish to have more than one event registration on the same payment, click “Continue to Shop” and repeat that process for each additional event registration.

- This will bring you to the billing information. Select the payment method at the bottom of the screen or select “Bill me Later” make sure that you have the billing information chosen. (Note: only the Roster Managers, such as Recording Secretary and Superintendent, have the ability to bill the district). Click “Continue” at the bottom of the screen.

- Verify all the information listed on the next page is correct, then click “Submit Order.”

- When your order has been successfully processed, you will see the Purchase Details. Click “Done” at the bottom of the screen.

Group Event Registration | Register an Individual

Event Information

Event: North Cook Division Dinner Meeting 10/16/2019
Start date: 10/16/2019
End date: 10/16/2019

Registrant Information

Registrant type: Registrant
Registrant name: -- Select One --
Phone: Please select
Email: Please select
Contact by: Please select

Event Fees

ADA & Special Dietary Needs

Disability requirements

Cancel Add To Group

IASB Shopping Cart | View

Continue to Shop Check-Out

Payment Information

Bill me later:

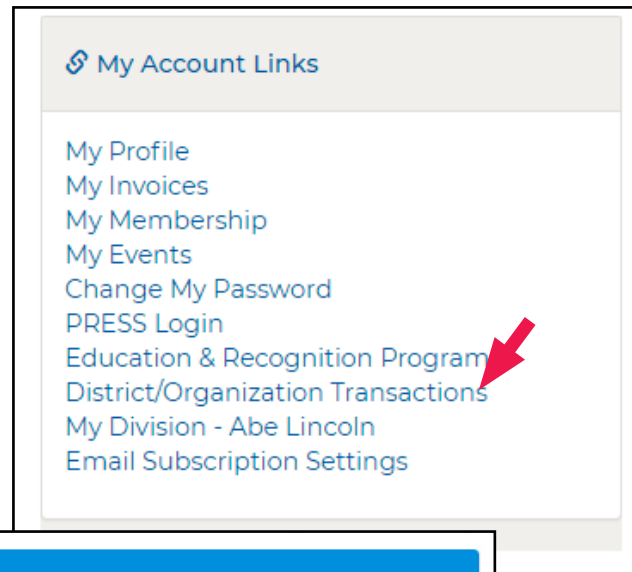
Payment amount:

Payment method: Please select

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How to Register Members of Your District for an Event, continued

17. If you would like to review or print a copy of your invoice, select "District/ Organization Transactions" within the "My Account Links."
18. Scroll down to the section District/ Organization Invoices.
19. Find the associated invoice and click "View" under the statement column. Your newest invoices should be at the top.



A screenshot of the 'District / Organization Invoices' table. The table has columns for Invoice #, Date, Total, Paid, Due, and Statement. There are three rows of data. A red arrow points to the 'View' button in the Statement column of the first row.

Invoice #	Date	Total	Paid	Due	Statement
	04/12/2017	350.00	0.00	350.00	View
	03/31/2017	350.00	0.00	350.00	View
	02/10/2017	37.00	0.00	37.00	View