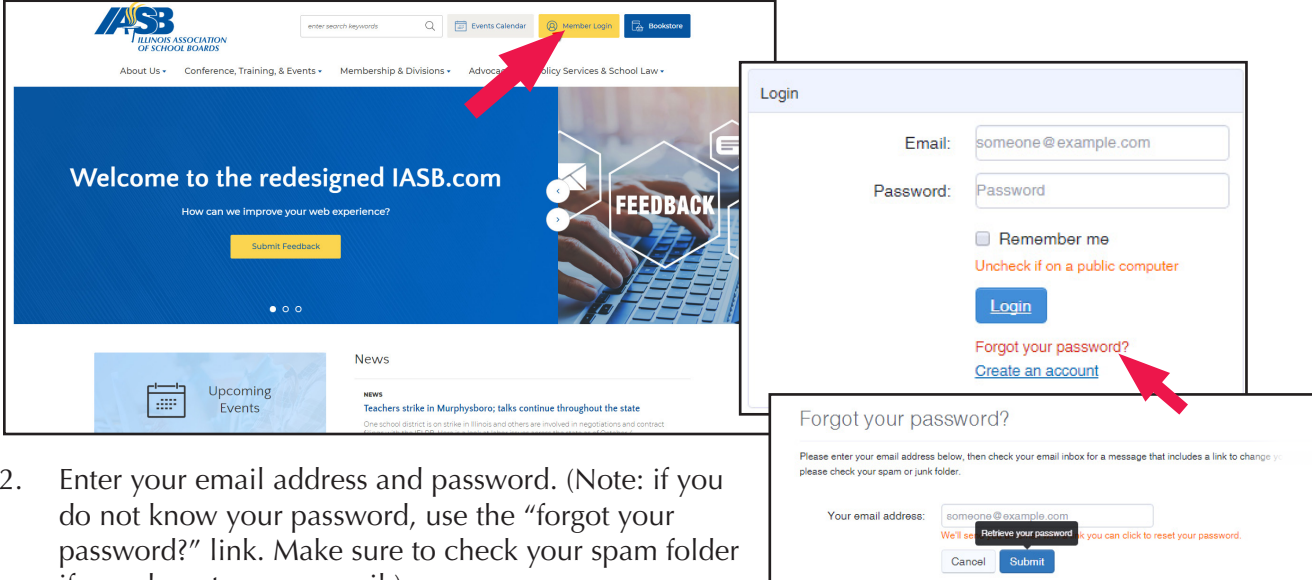


# How to Register Members of Your District for an Event

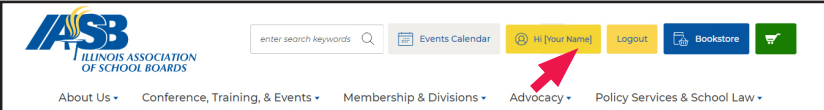
You will need the email address that you regularly use to transact with IASB. If your email address is not on file with IASB, or if you don't know the email address, please contact IASB at 217/528-9688, ext. 1100.

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



The screenshot shows the IASB website's top navigation bar with a red arrow pointing to the "Member Login" button. Below the navigation bar is a "Welcome to the redesigned IASB.com" banner with a "Submit Feedback" button. To the right, a "Login" form is shown with fields for "Email" (someone@example.com) and "Password". Below the password field are "Remember me" and "Login" buttons. A red arrow points to the "Forgot your password?" link, which leads to a "Forgot your password?" page. This page has a "Your email address:" field (someone@example.com) and a "Retrieve your password" button. A red arrow points to the "Retrieve your password" 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.



The screenshot shows the IASB website's top navigation bar. A red arrow points to the "Hi [Your Name]" button, which is highlighted in yellow. Other navigation items include "Events Calendar", "Logout", "Bookstore", and a shopping cart icon.

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. You will be taken to a screen where you will be able to view your current and historical roster. Please note that this roster may be two or more pages long. If their term recently ended and you have



The screenshot shows the "Event Profile" page for the "North Cook Division Dinner Meeting 10/16/2019". The event details include: Date(s): October 16, 2019; Venue: Cafe La Cave, 2777 Mannheim Road, Des Plaines, Illinois 60018; Website: Not available; Description: Equity: An Educational Imperative. On the right side, there are two buttons: "Group Registration" (highlighted with a red box and arrow) and "Register a Board Member or a Group". Below these buttons are social media sharing options and a "Detailed Event Information" button.

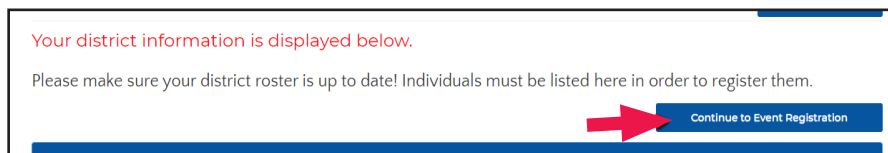
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# How to Register Members of Your District for an Event, continued

not updated your roster, you may need to scroll down to the bottom of the page and adjust the term end date to reflect the new term. (Note: we recommend making the term date 5/1 and then the year.)

- After checking your current and historical roster lists and you need to add a new member to your roster, click the "Add New" button at the top right corner of your "Current/Future District Roster" list. You will be directed to a screen that will check to see if this person already has an account with IASB. Please enter the email address that they will use to access our system. (Note: it might be a good idea to verify with the board member an email address that they will be more likely to remember and have regular access). If the person is already in the system, please verify their name and click "Add Roster." If the email address is not found in the system, please click "Add Individual" and fill out all of the pertinent information. If you do not have a home address for this individual, please use the district address and encourage the member to access their own account and update their information later. (Note: The Governing Board Representative is the board member authorized to vote on behalf of the board on matters that come before the IASB Division. This may or may not be the same person who is designated by the board to vote at the IASB Delegate Assembly at the Joint Annual Conference in November. Appointment of a board member or members to fulfill these responsibilities is a local school board decision.)

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



- 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). Once all of this information is correct, select "Add to Group."

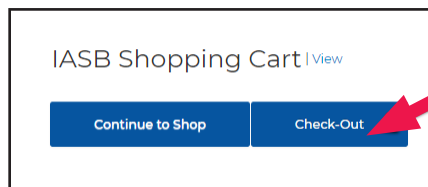
- If you have more registrants for this same meeting, click "Add a Group Registrant" and repeat the process. If you have no more board members attending this meeting, click "Save and Add to Cart."

A screenshot of the "Group Event Registration" form. The form has a white background and a blue border. At the top, it says "Group Event Registration | Register an Individual". Below that, there are sections for "Event Information", "Registrant Information", "Event Fees", and "ADA & Special Dietary Needs". The "Event Information" section shows "Event: North Cook Division Dinner Meeting 10/16/2019", "Start date: 10/16/2019", and "End date: 10/16/2019". The "Registrant Information" section has a "Registrant type" dropdown menu set to "Registrant" (with "Required" below it), a "Registrant name" dropdown menu set to "-- Select One --" (with "Required" below it), and fields for "Phone", "Email", and "Contact by", each with a "Please select" dropdown menu. The "Event Fees" section is empty. The "ADA & Special Dietary Needs" section has a "Disability requirements" text area. At the bottom, there are two blue buttons: "Cancel" and "Add To Group", with a red arrow pointing to the "Add To Group" button.

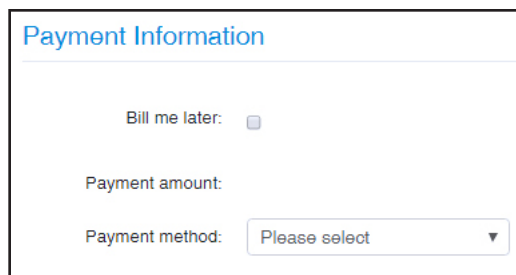
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# How to Register Members of Your District for an Event, continued

13. 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.



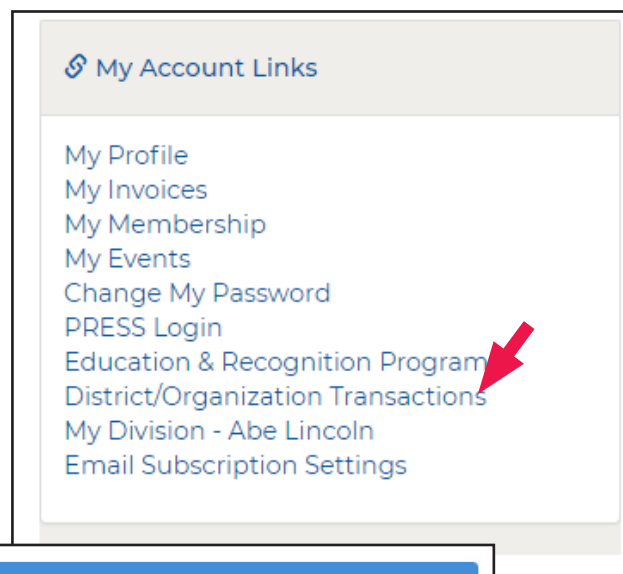
14. This will bring you to the billing information. Select the payment method at the bottom of the screen or select "Bill me Later" make sure that you have the billing information chosen. (Note: only the Roster Managers, such as Recording Secretary and Superintendent, have the ability to bill the district).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



15. Verify all the information listed on the next page is correct, then click "Submit Order."

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

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 bottom section: District/Organization Invoices.

19. Find the associated invoice and click "View" under the statement column. Your newest invoices should be at the top.

District / Organization Invoices					
Invoice #	Date	Total	Paid	Due	Statement
					1 2 Next >>
	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