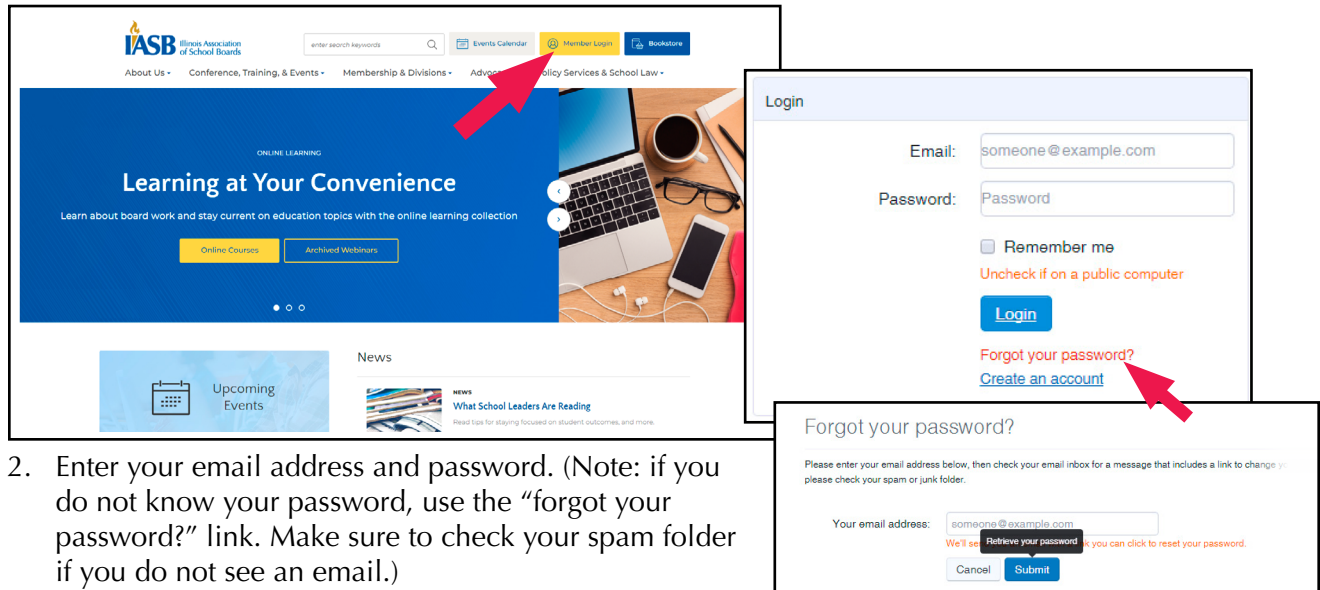


How to Register Yourself for an Event

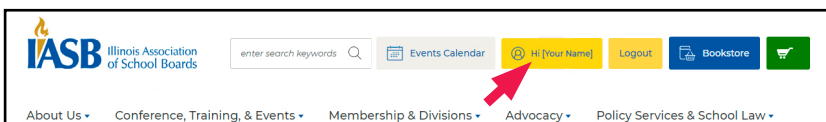
You will need the email address that you regularly use to transact with IASB. If your email address is not on file with IASB, or if you don't know the email address, please contact your superintendent's office for further assistance. **Please do not create a new account.**

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

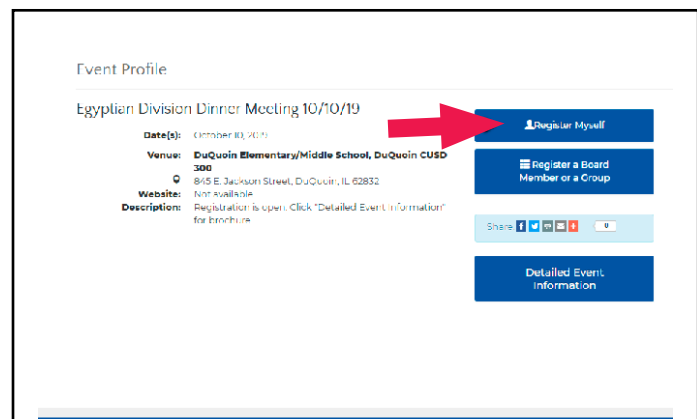


The screenshot shows the IASB website's top navigation bar with the "Member Login" button highlighted by a red arrow. Below the navigation bar is a "Login" form with fields for "Email:" (containing "someone@example.com") and "Password:". There is a "Remember me" checkbox and a "Login" button. A red arrow points to the "Forgot your password?" link. Below the login form is a "Forgot your password?" section with a text input for "Your email address:" (containing "someone@example.com"), a "Retrieve your password" button, and a "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 page displays event details: Date(s): October 10, 2019; Venue: DuQuoin Elementary/Middle School, DuQuoin CUSD 300; Website: 845 E. Jackson Street, DuQuoin, IL 62832; and Description: Registration is open. Click "Detailed Event Information" for brochure. On the right side, there is a "Register Myself" button highlighted with a red arrow, along with other buttons: "Register a Board Member or a Group", "Share" (with social media icons), and "Detailed Event Information".

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. If everything looks correct, select the “Add to Cart” button at the bottom-right of the page.

7. Double-check that the event you intended to register for is listed and select the “Check-Out” button.

8. Enter your billing and payment information. Once all this information has been entered, select “Continue”.

9. Double-check that the information is correct, then click the “Submit Order” button on the right side of the screen.

10. Your purchase details should appear, click “Done” in the bottom-right corner.

11. 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.

Event Fees

Product	Price	Member Type	Category
☑ Egyptian Division Dinner Meeting 10/10/19	25.00	[Any]	

Sessions

Product	Price	Capacity	Available	Starts	Ends	Comments
	25.00					

total Calculate total Amount to pay

Cancel Add to Cart

IASB Shopping Cart | View

Continue to Shop Check-Out

net total	discount	price	quantity
25.00	0.00	25.00	1.00 Required

Profile Details

Name:

Company:

My Account Links

View All My Invoices

My Invoices
My Membership
My Events
My Interests
Change My Password
PRIESS 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