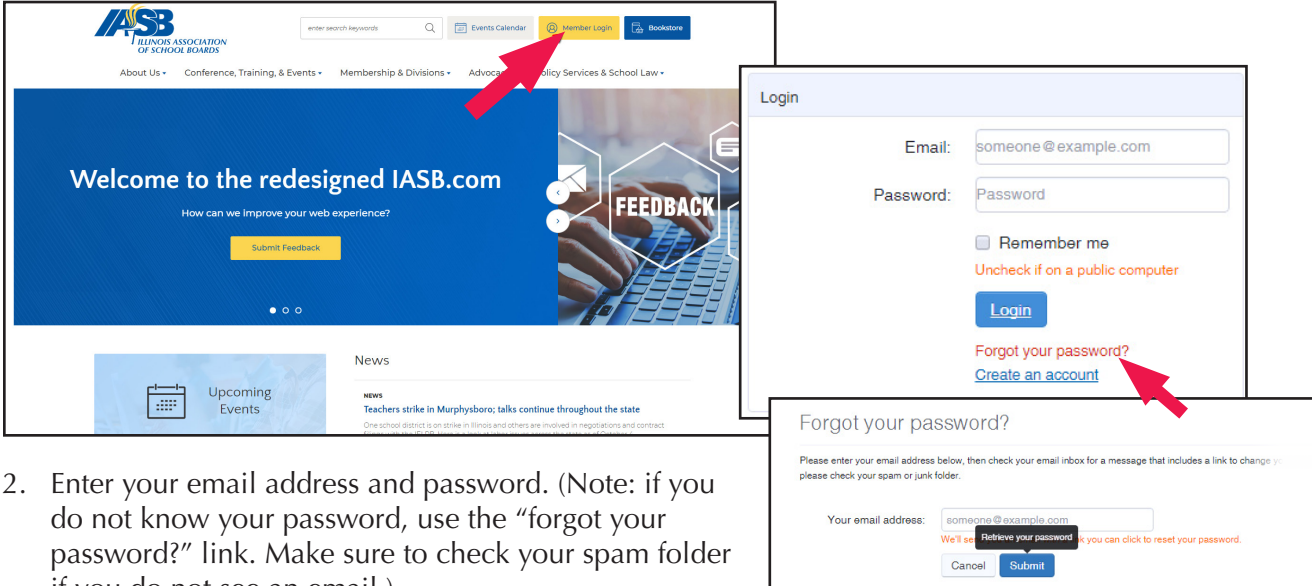


How to Register Yourself for an Event

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.**

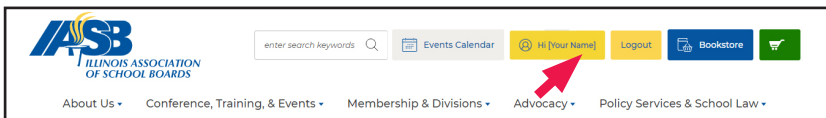
1. Click on the "Member Login" button on the top navigation.



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 "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 checkboxes for "Remember me" and "Uncheck if 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 "Submit" button.

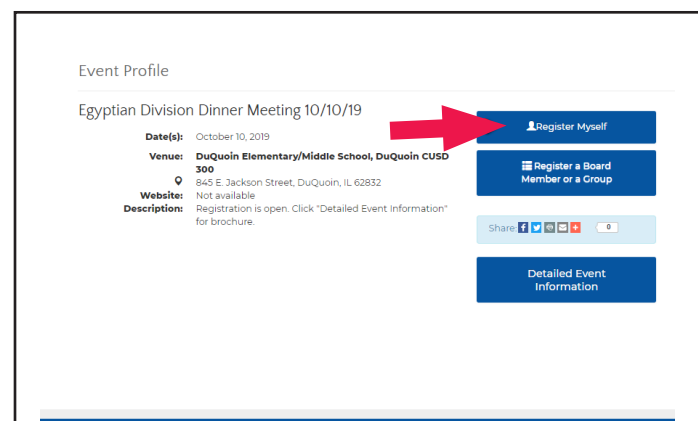
2. Enter your email address and password. (Note: if you do not know your password, use the "forgot your password?" link. Make sure to check your spam folder if you do not see an email.)

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



The screenshot shows the top navigation bar of the IASB website. A red arrow points to the "Hi [Your Name]" button, which is highlighted in yellow. Other buttons in the navigation bar 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, 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 the date (October 10, 2019), venue (DuQuoin Elementary/Middle School, DuQuoin CUSD 300), and website (Not available). A red arrow points to the "Register Myself" button on the right side of the page. Other buttons include "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.

