# HOW TO REGISTER FOR JAC WITH [Member Login]

## Take note before you begin:

The system will time-out after 15 minutes of inactivity. If this happens, you will need to logout, clear history, and log back in to start over.

DO NOT click the "back arrow" on your browser. Clicking the "back arrow" may cause your registration to fail. Continue with the registration process and email any changes you have to registrar@iasb.com.

Individuals must be listed on your current District Roster to be registered for this event. Update Roster Instructions here.

**Housing is not assigned until payment is received for both Conference registration and housing non-refundable deposit.** A Purchase Order does not equal payment.

Event information may be viewed on the District's Group Registration Statement. Instructions for viewing here.

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1. Go to your Member Login at www.iasb.com.

2. Click the **Events Calendar.**
   Search Event Name: **Joint Annual Conference.**
   Click **Joint Annual Conference 2019.**

3. Select **Register a Board Member or a Group.** (Use this option for event information to show on Group Registration Statement)
   Click **Continue to Event Registration.**

4. Click **Add a Group Registrant**.
   Click the down arrow on **Registrant Name** and select individual to register.
   If Registrant **does not** need housing, follow Step A (below).
   If Registrant **does** need housing, follow Step B (below).

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A. **If Registrant does not need housing, Pre-Conference Workshop(s), or School Safety & Security Seminar:**

   a. List any Accessibility Requirements or Special Dietary Needs in the box provided.

   b. Select **Continue** to add spouse/child guest name(s), if needed. (Do not add guest names at this time if you do not know both first and last names. Guests can be added later using the 2019 Change/Cancellation Form.)

   c. Enter Spouse/Child name (First and Last Name required.) Select **Add Another Guest**; repeat as needed

   d. When all your Spouse/Child names are entered, select **Add to Group** (If **Skip** is selected, no Spouse/Child names are entered).

   e. If you have additional members to register, click Select **Add a Group Registrant** or proceed to **Step 5.**

B. **If Registrant does need housing, Pre-Conference Workshop(s), or School Safety & Security Seminar:**

   a. Click box by **Housing Deposit**.

   b. If needed, click box to select a **Pre-Conference Workshop(s) or School Safety & Security Seminar**.

   c. List any Accessibility Requirements or Special Dietary Needs in the box provided.

   d. Select **Continue**.
   Follow on-screen prompts to complete Housing Request. Select up to 5 hotels that registrant will accept, in descending preference order. Housing is assigned on a first received basis once payment has been received for both Conference registration and non-refundable housing deposit.

   e. To cancel housing request, select **Cancel.** To add spouses/children, select **Add Guest**. Enter Spouse/Child name (First and Last Name required). Select **Add Another Guest**, repeat as needed (Do not add guest names at this time if you do not know both first and last names. Guests can be added later using the 2019 Change/Cancellation Form.)

   f. When all your Spouse/Child names are entered, select **Add to Group** (If **Skip** is selected, no Spouse/Child names are entered).

   g. If you have additional members to register, select **Add a Group Registrant** or proceed to **Step 5**. To register at a later date for Pre-Conference Workshops or School Safety & Security Seminar, click here.

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5. Select **Continue to Indicate Payment Method.**
   Click on the drop down arrow to select payment method. (3% processing fee added to credit card payments.)

6. Review **Shopping Cart.**
   Select **Continue**. (To delete all registration(s) and housing request(s), select **Cancel**.)

7. Select **Checkout**. (You will have option of **Change Payment Method** or Select **Continue**).

8. Select **Submit Order.**

9. Select **Print Invoice.**

10. The registration process is complete.