


PRE-CONFERENCE WORKSHOP AND SCHOOL SAFETY SEMINAR REGISTRATION INSTRUCTIONS

For Superintendents and District Roster Managers

To register members who are already registered for Conference:

1. Go to your [Member Login](#) at www.iasb.com.
2. Click the “Hi [Your Name]” button on the top navigator bar. 
3. In **My Account Links**, click **District/Organization Transactions**.
4. Under Group Registrations, click **Joint Annual Conference 2019**.
5. Select member’s name and select **Add Sessions**.
Select Workshop(s) for member.
6. To add additional members select **Save and Add Others** (at bottom of page.)
7. To check-out select **Finish and Checkout** (at bottom of page)
8. **Indicate Payment Method** and click **Continue**.
Review items in shopping cart and click **Checkout**.
Review info and select **Continue**.
9. Select **Submit Order**.
10. Select **Print Invoice**.
11. Select **Done**.

Note: If you need to make changes to your registration after you complete the process, email Peggy Goone at pgoone@iasb.com for assistance.

[Conference Registration Instructions](#)

For Individuals

Contact your district office and ask them to register you for Pre-Conference Workshops or the School Safety Seminar,* or contact the IASB Registrar at registrar@iasb.com or 217/528-9688, ext. 1145.

School board members and administrators are encouraged to invite district resource officers and local emergency responders to the School Safety & Security Seminar. Such individuals should contact Chris Montrey (ext. 1143) at 217/528-9866 or 630/629-3776 for non-member registration.