


PRE-CONFERENCE WORKSHOPS 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 2021**.
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 the IASB Registrar at registrar@iasb.com for assistance.

[Conference Registration Instructions](#)

For Individuals

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