

ADDITIONAL EVENT REGISTRATION INSTRUCTIONS

(Friday Focus Workshops, Equity Immersion: EmpowerED Equity, and Administrative Professionals' Program)

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. In **My Account Links**, click **Joint Annual Conference Registration Info**.
3. Select member's name and select **Add Sessions**.
Select Workshop(s) for member.
4. To add additional members select **Save and Add Others** (at bottom of page).
5. To check-out select **Finish and Check Out** (at bottom of page).
6. **Indicate Payment Method** and click **Continue**.
Review items in shopping cart and click **Check out**.
Review info and select **Continue**.
7. Select **Submit Order**.
8. Select **Print This Page**.
9. 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 Friday Focus Workshops, Equity Immersion: EmpowerED Equity, and/or Administrative Professionals' Program or contact the IASB Registrar at registrar@iasb.com or (217) 528-9688, ext. 1145.