

Take note before you begin:



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.

1. Go to your Member Login at www.iasb.com. Log in to your account.
 2. Scroll down to **Districts You Manage**. Click on your district name and make sure that everyone you need to register is in your Current/Future Roster (*Note: There may be more than one page*). Make any changes as necessary. You will not be able to register a future superintendent; if they are not on this roster contact Mary Torgler at mtorgler@iasb.com.
 3. Once your roster is correct, click on the **Events Calendar**. Search **Event Type** and select **Joint Annual Conference** from the dropdown. Click **View Event** below the **Joint Annual Conference 2023** in the list.
 4. Select **Register a Board Member or a Group**. Click **Continue to Event Registration**.
 5. Click **Add a Group Registrant**. Click the down arrow on **Registrant Name** and select individual to register. (*Note: If they are not listed, they may be already registered for this event.*)
Select Friday Focus Workshops, Equity Immersion: EmpowerED Equity, and/or Administrative Professionals’ Program as needed.
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:**
 - a. List any Accessibility Requirements or Special Dietary Needs in the box provided and select **Continue**.
 - b. This will bring you to the spouse/child name. If you do **not** have a spouse/child that will need a badge click **Skip** at the bottom of the page. First and last name are required. If you do not know both first and last names they can be added at a later date using the [2023 Change/Cancellation Form](#). Add any accessibility requirements for the guest as needed. To add another spouse/child, click **Add Another Guest** and repeat as necessary. When finished, click **Add To Group**.
 - c. If you have additional members to register, click **Add a Group Registrant** then repeat steps a and b, or proceed to **Step 6**.
 - B. If Registrant does need housing:**
 - a. Make sure to select **Housing Deposit (Non-Refundable)**.
 - b. List any Accessibility Requirements or Special Dietary Needs in the box provided and select **Continue**.
 - c. Follow the on-screen prompts to complete housing requests. Select up to 5 hotels that the registrant will accept in descending preference order. Housing is assigned on a first-received basis once all payments have been received for both Conference registration and the non-refundable housing deposit. *Note: The hotels are asking for additional individuals in the room that will need a key.*
 - d. To cancel housing request, select **Cancel the Housing Request**. To add spouses/children, select **Add Guest**. If you they will **not** need a badge, click **Skip** at the bottom of the page. First and last name are required. If you do not know both first and last names they can be added at a later date using the [2023 Change/Cancellation Form](#). Add any accessibility requirements for the guest as needed. To add another spouse/child, click **Add Another Guest** and repeat as necessary. When finished, click **Add To Group**.
 - e. If you have additional members to register, click **Add a Group Registrant** or proceed to **Step 6**.
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6. Select **Continue to Indicate Payment Method**. Click on the drop down arrow to select payment method. (3% processing fee added to credit card payments.) Click **Continue**. Review **Shopping Cart**. (To delete registration(s) and housing request(s), click the “x” by each name. If you need to edit part of the registration, this can be done later via the [2023 Change/Cancellation Form](#).)
 7. Select **Check Out**. (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 and all registrants will receive a confirmation email.