



IASB • IASA • IASBO

## Joint Annual Conference

Nov. 22-24, 2024 • Chicago  
*Lighting the Way*

# How to Register for JAC with

## Know 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 to the [Registrar](#).



Individuals must be listed on your current District Roster to be registered for this event. [Update Roster Instructions](#).



Housing is not assigned until payment is received for both Conference and housing non-refundable deposit\*

\*A Purchase Order does not equal payment.



First and last name are required for spouse/child badges. If you do not know that information they can be added at a later date using the [2024 JAC Change Form](#).

1. Go to your **Member Login** at [www.iasb.com](http://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. You will not be able to register a future superintendent, if they are not on the roster contact [Mary Torgler](#).
3. Once your roster is correct, click on the **Events Calendar**. Filter by **Event Type** and select **Joint Annual Conference**. Click **View Event** below Joint Annual Conference 2024.
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 already be registered for this event.) **Select** Friday Focus Workshops, Equity Immersion, and/or Administrative Professionals’ Program as needed. If registrant **does not** need housing, follow the first set of directions. If the registrant **does** need housing, follow the second set of directions below.

- **If registrant DOES NOT need housing:**
  - List any Accessibility Requirements or Special Dietary Needs in the box provided and select **Continue**.
  - If you do **NOT** have a spouse/child that will need a badge, click Skip at the bottom of the page.
  - If you have a spouse/child to add, fill out their information and any accessibility requirements they have. To add another spouse/child, click **Add Another Guest** and repeat as needed. When finished, click **Add To Group**.
  - If you have additional members to register, click Add a Group Registrant then repeat the process.
- **If registrant DOES need housing:**
  - Make sure to select **Housing Deposit (Non-Refundable)**.
  - List any Accessibility Requirements or Special Dietary Needs in the box provided and select **Continue**.
  - Follow the on-screen prompts to complete housing requests. Select up to 5 hotels the registrant will accept in descending preference order. Housing is assigned on first receive basis once all payments have been received for both Conference and the non-refundable housing deposit. *Note: Hotels are asking for additional individuals in the room that will need a key; this is **NOT** the same as guests to Conference.*
  - To cancel housing request, select **Cancel the Housing Request**. To add spouse/children, select **Add Guest**. If they will **NOT** need a badge, click **Skip** at the bottom of the page. Add any accessibility requirements for the guests. To add another spouse/child, click **Add Another Guest** and repeat as necessary. When finished, click **Add To Group**.
  - If you have additional members to register, click **Add a Group Registrant**.

6. Select **Continue to Indicate Payment Method**. Click on the drop-down arrow to select payment. (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 [2024 JAC Change Form](#).)
7. Select **Check Out**. (You will have the option of **Change Payment Method** or select **Continue**.)
8. Select **Submit Order**.
9. Once the registration process is complete, you will receive an email to confirm receipt of recent order containing the invoice/receipt. All registrants in your district will receive a registration confirmation to their district roster primary email.

**PLEASE NOTE:** A high volume of districts register during the first week of JAC Registration. If you are experiencing longer processing times, please be patient.