ADDITIONAL EVENT REGISTRATION INSTRUCTIONS

(Friday Focus Workshops 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 Quick 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 for assistance.

Conference Registration Instructions

For Individuals

Contact your district office and ask them to register you for Friday Focus Workshops, Equity Immersion, and/or the Administrative Professionals' Program, or contact the IASB Registrar at (217) 528-9688, ext. 1145.