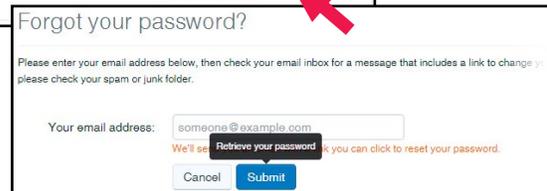# How to register **members of your district** for an event

You will need the email address that you regularly use to transact with IASB. If your email address is not on file with IASB, or if you don't know the email address, please contact your recording secretary for further assistance. **Please do not create a new account.**

1. Click on the "My Account" button on the top left navigation.
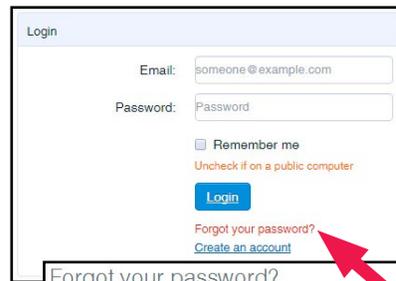
2. Enter your email address and password. (Note: if you do not know your password, use the "forgot your password?" link. Make sure to check your spam folder if you do not see an email.)

3. Click the "Events Calendar" tab towards the top of the page. Choose the event which you want to register one or more members of your district.

4. Click the "Register a Board Member or a Group" button on the right side of the page.

5. You will be taken to a screen where you will be able to view your current and historical roster. Please note that this roster may be two pages long. If their term recently ended and you have not updated your roster, you may need to scroll down to the bottom of the page and adjust the term end date to reflect the new term. (Note: we recommend making the term date 5/1 and then the year.)

6. After checking your current and historical roster lists and you need to add a new member to your

roster, click the "Add New" button at the top right corner of your "Current/Future District Roster" list. You will be directed to a screen that will check to see if this person already has an account with IASB. Please enter the email address that they will use to access our system. (Note: it might be a good idea to verify with the board member an email address that they will be more likely to remember and have regular access). If the person is already in the system, please verify their name and click "Add Roster." If the email address is not found in the system, please click "Add Individual" and fill out all of the pertinent information. If you do not have a home address for this individual, please use the district address and encourage the member to access their own account and update their information later. (Note: The Governing Board Representative is the board member authorized to vote on behalf of the board on matters that come before the IASB Division. This may or may not be the same person who is designated by the board to vote at the IASB Delegate Assembly at the Joint Annual Conference in November. Appointment of a board member or members to fulfill these responsibilities is a local school board decision.)

7. Once your roster is complete and accurate, click "Continue to Event Registration" above your roster lists.

8. This will bring you to adding your registrants for this meeting. Click "Add a Group Registrant."

9. Select the Registrant type from a drop down list if one is not already defaulted. Select your board member's name from the drop down on the Registrant name section. Scroll down the page and make sure the event fee is selected and any sessions are selected (if applicable). Once all of this information is correct, select "Add to Group."

10. If you have more registrants for this same meeting, click "Add a Group Registrant" and repeat the process. If you have no more board members attending this meeting, click "Save and Add to Cart."

How to register **members of your district** for an event, continued

11. This will bring you to your IASB Shopping Cart. Click "Check-Out" if all of the information in the cart is correct. If you wish to have more than one event registration on the same payment, click "Continue to Shop" and repeat that process for each additional event registration.
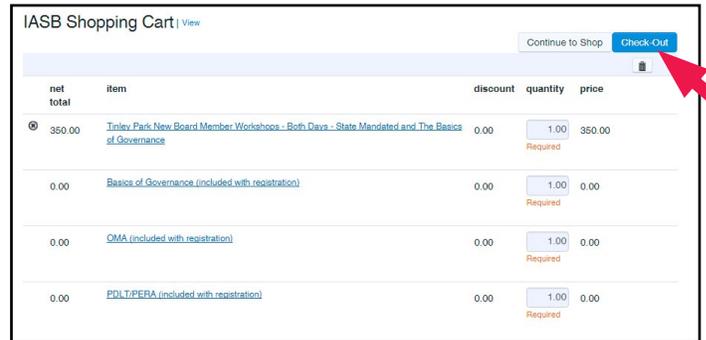

12. This will bring you to the billing information. Select the payment method at the bottom of the screen or select "Bill me Later" make sure that you have the billing information chosen. (Note: only the Recording Secretary and Superintendent have the ability to bill the district). Click "Continue" at the bottom of the screen.

13. Verify all the information listed on the next page is correct, then click "Submit Order."

14. When your order has been successfully processed, you will see the Purchase Details. Click "Done" at the bottom of the screen.

15. If you would like to review or print a copy of your invoice, select "District/Organization Transactions" within the "My Account Links."
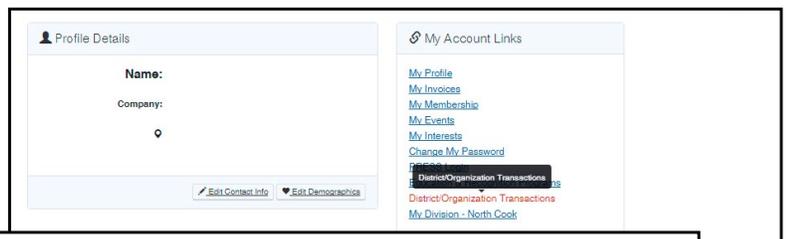
16. Find the associated invoice and click "View" under the statement column. Your newest invoices should be at the top.