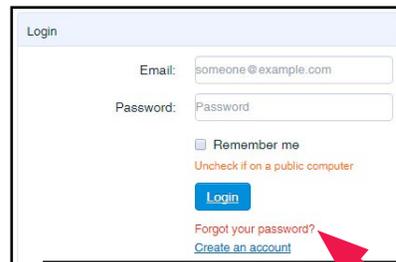


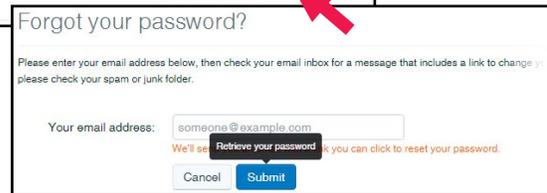
## How to register yourself for an event

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.

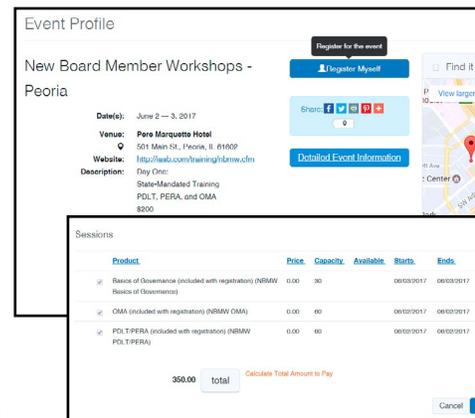


2. Enter your email address and password. (Note: if you do not know your password, use the “forgot your password?” link. Make sure to check your spam folder if you do not see an email.)



3. Click the “Events Calendar” tab towards the top of the page. Choose the event which you want to register.

4. Click the “Register Myself” button on the right side of the page. (Note: if you do not see a “Register Myself” button, it could mean that you have already been registered for this event by your recording secretary or superintendent, or you are not receiving membership benefits through your district. Please contact your recording secretary to verify registration and your inclusion on the district roster.)



5. Check that your information is correct. Make sure a registrant type is selected and complete any other fields as necessary. If everything looks correct, select the “Add to Cart” button at the bottom-right of the page.

## How to register **yourself** for an event, continued

6. Double-check that the event you intended to register for is listed and select the “Check-Out” button.
7. Enter your billing and payment information. (Please note that the bill me later option if applicable, will bill you personally. A copy of this invoice will not be sent to your district. Only superintendents and recording secretaries are able to bill the district directly.)

net total	item	discount	quantity	price
350.00	<a href="#">Peoria New Board Member Workshops - Both Days - State Mandated and The Basics of Governance</a>	0.00	1.00 Required	350.00
0.00	<a href="#">Basics of Governance (included with registration)</a>	0.00	1.00 Required	0.00
0.00	<a href="#">OMA (included with registration)</a>	0.00	1.00 Required	0.00
0.00	<a href="#">PDLT/PERA (included with registration)</a>	0.00	1.00 Required	0.00

Once all this information has been entered, select “Continue”.

8. Double-check that the information is correct, then click the “Submit Order” button on the right side of the screen.
9. Your purchase details should appear, click “Done” in the bottom-right corner.
10. If you would like to review your invoice, select “My Invoices” in the “My Account Links” or locate the “My Recent Invoices” at the bottom of the screen. Find and click on the invoice number.

Invoice	Invoice Date	Total	Payment	Balance Due
<a href="#">155881</a>	04/12/2017	\$350.00	\$0.00	\$350.00
<a href="#">154680</a>	02/22/2017	\$30.00	\$0.00	\$30.00