

2017 JOINT ANNUAL CONFERENCE Online Registration Instructions

Go to: <http://www.iasb.com/jac17/> ▪ Click the [MY ACCOUNT](#) and login

Click the [Events Calendar](#) ▪ Search Event Name: [Joint Annual Conference](#) ▪ Click [Joint Annual Conference 2017](#)

- Select [Register a Board Member or a Group](#)

Note: Individuals must be listed on your District Roster to be registered for this event. You should make any changes, as necessary, prior to proceeding. If your Roster is up-to-date, Click [Continue to Event Registration](#) ▪ Click [Add a Group Registrant](#). Also note that the system will time-out after [15 minutes of inactivity](#). If this happens, you will need to log-out and logon to start over. You cannot hit the “back-arrow” on your browser.

Group Event Registration – Registrant Information

- Click the down arrow on [Registrant Name](#) and select individual to register for this event
- Verify [Badge Information](#) or Edit accordingly (this name will show on badge)
- **If Registrant does not need Housing or Pre-Conference Workshops/ School Safety Seminar – follow these steps**
 - Select [Continue](#) and add spouse/child guests, if needed
 - Enter Spouse/Child name ▪ Select [Add Another Guest](#) if you have additional names to add, repeat as necessary
 - Select [Add to Group](#) when all your Spouse/Child names are entered
 - You may register other members at a later date

Note: If you have changes after you complete the registration process, email Shantel Rotherham srotherham@iasb.com and she will assist you.

- If [Skip](#) is selected: no spouse/child guest will be added
- Select [Add a Group Registrant](#), if you have additional members to register
- **If Registrant needs Housing or Pre-Conference Workshops/ School Safety Seminar – follow these steps**
 - Click [Box](#) by Housing Deposit and if needed, list any [Accessibility Requirements or Special Dietary Needs](#) in the box provided
 - Click on Pre-Conference Workshops or School Safety Seminar if needed
 - Select [Continue](#) ▪ Follow on-screen prompts to complete required fields for Housing Request. Select up to 5 hotels that registrant will accept housing, in descending preference order. Housing is assigned daily on a first received basis. (Read Housing Instructions for detailed procedures)
 - Select [Cancel](#) to cancel housing request
 - Select [Add Guest](#) to add spouse/child names
 - Select [Continue](#) and repeat steps, as necessary to register additional members

Registrant Information – Review your Registration list

- Select [Continue to Indicate Payment Method](#) ▪ Review Shopping Cart
- Select [Payment Method](#) then [Continue](#)

Note: If you select [Will send Check](#), housing will not be processed until payment is received

- Select [Cancel](#) to delete all registration(s) and housing requests
- Select [Check-out](#) ▪ You will have option of [Change Payment Method](#) OR [Select Continue](#)
- Select [Continue](#) ▪ Select [Submit Order](#) ▪ Select [Print Invoice](#) ▪ Select [Done](#)