

2017 JOINT ANNUAL CONFERENCE Online Registration Instructions

Click [here](#) ▪ Click the IASB “[MY ACCOUNT](#)” link to log in.

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

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

Individuals must be listed on your district roster in the IASB member database to be registered for this event. You should make any changes as necessary prior to proceeding. When your roster is up-to-date, click [Continue to Event Registration](#) ▪ Click [Add a Group Registrant](#) to register each person. (Note: the system will time-out after 15 minutes of inactivity. If this happens, you will need to log-out and log on to start over. You cannot hit the “back-arrow” on your browser to resume the registration process.)

Group Event Registration – Registrant Instructions

- 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 – 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
- If [Skip](#) is selected: no spouse/child guest will be added
- Select [Add a Group Registrant](#) to register other additional members and their guests

Housing Instructions

- If registrant *needs* housing – follow these steps:
 - Click [Box](#) by Housing Deposit and list any [Accessibility Requirements or Special Dietary Needs](#) in the box provided
 - 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 the complete 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 for housing

Review and Payment Instructions

- 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; or
- Select [Check-out](#) ▪ You will have option of [Change Payment Method](#) OR [Select Continue](#)
- Select [Continue](#) ▪ Select [Submit Order](#) ▪ Select [Print Invoice](#) ▪ Select [Done](#)

Note: If you need to make changes to your registration, housing or guest information after you complete the process, email Shantel Rotherham at: srotherham@iasb.com for assistance.