

## Take note before you begin:



DO NOT click the “back arrow” on your browser. Clicking the “back arrow” may cause your registration to fail. Continue with the registration process and email any changes you have to [registrar@iasb.com](mailto:registrar@iasb.com).



Individuals must be listed on your current District Roster to be registered for this event. [Update Roster Instructions here.](#)



**Housing is not assigned until payment is received for both Conference registration and housing non-refundable deposit.**  
A Purchase Order does not equal payment.

1. Go to your Member Login at [www.iasb.com](http://www.iasb.com). Log in to your account.
2. Scroll down to **Districts You Manage**. Click on your district name and make sure that everyone you need to register is in your Current/Future Roster (*Note: There may be more than one page*). Make any changes as necessary. You will not be able to register a future superintendent; if they are not on this roster contact Mary Torgler at [mtorgler@iasb.com](mailto:mtorgler@iasb.com).
3. Once your roster is correct, click on the **Events Calendar**. Search **Event Type** and select **Joint Annual Conference** from the dropdown. Click **View Event** below the **Joint Annual Conference 2022** in the list.
4. Select **Register a Board Member or a Group**. Click **Continue to Event Registration**.
5. Click **Add a Group Registrant**. Click the down arrow on **Registrant Name** and select individual to register. (*Note: If they are not listed, they may be already registered for this event.*)  
**Select any pre-conference additional fee event workshops as needed.**  
If Registrant **does not** need housing, follow Step A (below).  
If Registrant **does** need housing, follow Step B (below).

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  - A. **If Registrant does not need housing:**
    - a. List any Accessibility Requirements or Special Dietary Needs in the box provided and select **Continue**.
    - b. This will bring you to the spouse/child name. If you do **not** have a spouse/child that will need a badge click **Skip** at the bottom of the page. First and last name are required. If you do not know both first and last names they can be added at a later date using the [2022 Change/Cancellation Form](#). Add any accessibility requirements for the guest as needed. To add another spouse/child, click **Add Another Guest** and repeat as necessary. When finished, click **Add To Group**.
    - c. If you have additional members to register, click **Add a Group Registrant** or proceed to **Step 6**.
  - B. **If Registrant does need housing:**
    - a. Make sure to select **Housing Deposit (Non-Refundable) (Housing)**.
    - b. List any Accessibility Requirements or Special Dietary Needs in the box provided and select **Continue**.
    - c. Follow the on-screen prompts to complete housing requests. Select up to 5 hotels that the registrant will accept in descending preference order. Housing is assigned on a first-received basis once all payments have been received for both Conference registration and the non-refundable housing deposit. *Note: The hotels are asking for additional individuals in the room that will need a key, this is **not** the same as guests of the conference.*
    - d. To cancel housing request, select **Cancel the Housing Request**. To add spouses/children, select **Add Guest**. If you they will **not** need a badge, click **Skip** at the bottom of the page. First and last name are required. If you do not know both first and last names they can be added at a later date using the [2022 Change/Cancellation Form](#). Add any accessibility requirements for the guest as needed. To add another spouse/child, click **Add Another Guest** and repeat as necessary. When finished, click **Add To Group**.
    - e. If you have additional members to register, click **Add a Group Registrant** or proceed to **Step 6**.
6. Select **Continue to Indicate Payment Method**. Click on the drop down arrow to select payment method. (3% processing fee added to credit card payments.) Click **Continue**. Review **Shopping Cart**. (To delete registration(s) and housing request(s), click the “x” by each name. If you need to edit part of the registration, this can be done later via the [2022 Change/Cancellation Form](#).)
7. Select **Check Out**. (You will have option of **Change Payment Method** or Select **Continue**).
8. Select **Submit Order**.
9. Select **Print Invoice**.
10. The registration process is complete and all registrants will receive a confirmation email.