Home / OSBA Event Registration

# Event Registration

Update attendee contact information including name, title, preferred pronoun(s) for their event name badge.

*DO NOT LEAVE THIS PAGE WITHOUT SUBMITTING OR CANCELLING: Do not leave this screen without clicking either the green button below to check out or the red "Cancel Order" button to cancel the registrations in your cart. Our new system does not allow you to leave registrations in your cart and come back to finish checking out later.*

*To print registration information, please click "print registrations" before clicking continue. Clicking "continue" will automatically generate an invoice that will be mailed. You have the ability to enter multiple registrations on one form to generate one invoice.*

Choose the contact you want to register, and the event you want to register them for. The session(s) for the selected event will then be displayed; choose all the sessions you want to register the contact for.

Click "Add Registration". Be patient while it processes, and is added to this Order.

Repeat as necessary.

## Contacts

Select the contact that you want to register for events.
Contacts:

| Shelly Quick ▼ |
|---|

Select an event to see the available sessions.
Event:

| Summer Board Conference 2022 - 7/08/2022 ▼ |
|---|

Enter any Special Requests(if applicable) such as food allergies or other accommodations.
Special Requests:

| Special Requests |
|---|

## Session

Select the sessions that you would like to register the selected contact to attend.
Session:

☐ Friday Breakfast ~ $30
☐ Administrative Professionals' Workshop- In Person ~ $160
☐ Administrative Professionals' Workshop- Virtual ~ $160
☐ Preconference Registration- In Person ~ $160
☐ Preconference Registration- Virtual ~ $160
☐ Friday Lunch ~ $36
☐ Saturday Breakfast ~ $30
☐ Registration- In Person ~ $205
☐ Registration- Virtual ~ $205
☐ Saturday Lunch ~ $36
☐ Sunday Breakfast ~ $30

**+ Add Registration To Cart**

# Registrations on this Order

| Name | Event | Session | Cost | |
|------|-------|---------|------|--|
| | | | **Total: $0.00** | |

🖶 Print Registrations

**Select your payment type and click continue.**

◉ Bill Me Later

**🛒 Continue**