

# Additional Event Registration Instructions

(Administrative Professionals Program, Equity Immersion, Friday Focus Workshops)

## FOR SUPERINTENDENTS AND DISTRICT ROSTER MANAGERS

To register members who are already registered for Conference:

1. Go to your **Member Login** at [www.iasb.com](http://www.iasb.com).
2. In **My Account Links**, click **Joint Annual Conference Registration Info**.
3. Select member's name and select **Add Sessions**. Select Workshop(s) for member.
4. To add additional members select **Save and Add Others** (at bottom of page.)
5. To check-out select **Finish and Check Out** (at bottom of page)
6. **Indicate Payment Method** and click **Continue**. Review items in shopping cart and click **Check out**. Review info and select **Continue**.
7. Select **Submit Order**.
8. Select **Print This Page**.
9. Select **Done**.

Note: If you need to make changes to your registration after you complete the process, email the IASB [Registrar](#) for assistance.



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**Joint Annual Conference**  
Nov. 22-24, 2024 • Chicago  
*Lighting the Way*

## FOR INDIVIDUALS

Contact your district office and ask them to register you for Friday Focus Workshops or contact the IASB [Registrar](#) at (217) 528-9688, ext. 1145.