ONLINE REGISTRATION INSTRUCTIONS FOR WORKSHOP 2015

CENSUS

Before registering for Workshop 2015, please check the census report for board accuracy. On the NJSBA web site home page, click on the "Members Only" tab on the top navigation bar, then click on "Board Management".

			AM			
About	News	Resources	Services	Training	District Savings	Members Only
	New Jerse	y School Boa	ards Associat	ion	Q Search	My Orders Upcoming Meetings My Transcripts Get My Password
	CT. 27-29, 2015 •	ATLANTIC CITY CO	NVENTION CENTER	ACT	NOW iter for Workshop 2015	Board Management Grants Support eLearning
000		TION NO		Scho due S GET	ol Board Member of the eptember 4, 2015 INVOLVED	Year 2015 – Nominations
	th	e 21st Centu Stude	ary 2015 Pent Pentivers in Stidlent a chievement	Scho Kit NSB/ Join I	ol Board Candidates A National Connection EAGLES	New Board Members School Board Attorneys Charter Schools
			2 of 5 ()	Find y Asso	rour County ciation	Parent Connections

If you manage more than one school board, the boards you serve will be listed in the drop-down menu.

About News Resources Services Training Distribution Image: My Account New Jersey School Boards Association Image: My Account Image	Account 争 Logout
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New Jersey School Boards Association Image: State of Ed You are here: My Account My Account Board Management Avalon Bd of Ed LINKS My Contact Information NJSBA Home Brian Stephen Green If you manage moil school board the	t Savings Members Only
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Fraining Brian Stephen Green boards you serve	chool are listed in
My Account New Jersey School Boards Association the drop down.	



Click on the "Census Report" link (see below) to manage your board's roster.

ard Managem	ent								
alon Bd of	Ed								
Last Name:				First Name:			Email:		
City:			_	State/Province:		-	Country:		-
Position:			•	Status:		-	Voting:		•
Represents:			•		Current	_			
	Name:		٦		Euture				
	Search	Liear							
ons: Export to F	ile	▼ G0						Ce	nsus Report

Click "Census Report" to update your board(s) information online.

LINKS	My Board(s) of Education
NJSBA Home	MSU District (7 Members)
Training	· · ·
My Account	Register Board Members for a Meeting or Buy Products
Membership	Census Report (PDF Format) Click here to update census online
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Once you have checked your board's information and updated it as necessary, continue with the registration.

REGISTRATION

On the NJSBA web site, click on the "Members Only" tab on the top Navigation bar and select "Upcoming Meetings" from the drop down menu to get to the NJSBA Training list page. Click on "Workshop 2015" to see the detail, or you may follow the link below to the page:

http://members.njsba.org/Store/ProductDetail.aspx?ProductId=12596823

	· · · · · · · · · · · · · · · · · · ·
Worksho	2015 - Available
alid from: O	ber 27, 2015 12:00AM - October 29, 2015 05:00PM
AC Conventio	Center
Atlantic City, I	
The annual V Jersey's loca heir school d student achie	kshop Conference, the largest training and information conference for school officials in the state, will offer more than 200 individual sessions to New ' hool officials. The conference is a destination where educational leaders from across New Jersey can come to find solutions to the challenges they face rics. School officials attending Workshop can learn ways to lower district operating costs, Lechnology solutions for their districts, methods for improving ment, ways to integrate STEM and sustainability into the curriculum, ideas on creating healthier schools and more.
For a preview	Workshop, watch the Workshop video. For updates, or to learn more, visit the Workshop 2015 website.
Group Rate:	,300.00
List Price:	32,600.00
Member Price	\$250.00
Your Price:	3250.00

Buying Process:

- Click on "Add To Cart"
- If you have not logged in, click on "Login" (in the top, right hand corner)
- Log in using your full email address and your password

If you do not remember your password, click on "I would like to reset my password. Click here." Put your entire email address in the space and click "Continue." You will receive an email with a link to create a new password (password requires at least 6 characters and <u>is</u> case sensitive).

• Select the district (if you manage more than one) you are about to register

LINKS	My Buand(S) Of EDUCATI
NJSBA Home	MSU District (7 Members)
Training	Select MSIL District Board Members
Mit Account	

• Buying Options: Select group or individual registration, then click "OK" to continue



• Click on "Checkout"

SU District (1) continue shopping		Items (1): Tax:	\$2,600.00 U \$
Workshop 2015 • 12:00 AM - 12:00 AM • AC Convention Center	Total \$2,600.00 USD	Shipping: Country: - Postal: Coupon and prom checkout.	S Estimate
		TOTAL:	\$2,600.00 U

Checkout Process:

• Review the billing information. Click "Next" to continue

Address Information	Item Summary	Paymen
shing Address		
lease verify your billing information.		
ISU District		
13 W State St		
renton, NJ 08605		

• Review the purchase price. Click "Next" to continue



Address Information	Item Summary	Paym	ent
Recipient: Green, Brian		Items (1):	\$1,300.00 U
Workshop 2015 • October 27, 2015 - October 29, 2015		Total Shipping: \$1,300.00 USD Add Coupon or	Promo Code:
		IOTAL:	\$1,300.00 03

• Attach Purchase Order

Billing Address:			Items (1): Tax	\$1,300.00 U \$0.00 U
ISU District			Shipping:	\$.
renton, NJ 08605	Check off this box t	0		
	attach a PO to this	order	TOTAL:	\$1,300.00 U
would like to use 🕑 BillMeLater fo	or the following item(s):			and the Deviatorian
	ant Dumbars Order			omplete Registration
Use BillMeLater for the for	lewing registrants.	Includes 7	Tax & Shipping	
Workshop 2015	5.5	\$1	,300.00 USD	

• (1) Enter the PO Number, and (2) Upload PO Attachment





(3) Select this checkbox to apply the PO to, and (4) click on "Complete Registration"

	man	A mark	TOTAL: \$1,300.00 US:
I would like to use GBillMeLater	for the following item(s):		Complete Registration
Payment Information: 🕢 🛛 A	ttach Purchase Order		
Purchase Order Number Requi	red: 12345		
Attachments	·		
The order requires that you attach	a purchase order document. Please cli	ck on the link below to add attachme	nt.
			Step 4
File Name	Comments	Actions	
PO12345.docx		Delete	
Upload Attachment	Step 3		\$
se BillMeLater for the f	ollowing registrants:	Includes Tax & S	Shipping
Workshop 201	5	\$1,300.0	0 USD
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Order Summary

Add Board Members/Guests to GROUP Registration:

In the Order Summary page, click on "Add or Remove members/guests"



Check off the boxes in front of each board member who will attend Workshop

rder Number: 1000145547 members)	Guest's	First	Name	<u>)</u>
Name Mr Paul Field Guest:				Guest's Last Name
Rajat Giri Guest:				
Joseph Hsieh Guest:				
3rian Stephen Green Guest:				
] _uis Pachas Guest:				
) Sailaja Rayudu Guest:				
Mr Ryan Murphy Guest:				Click after finish
DUNT:	0	of	14	Save Changes

Note: Do not include title/prefix in the first name box. A quest is limited to a board member's spouse or significant other. Other district staff may not be registered as a guest.

• The workshop registrant/guest list may be updated any time. To do so, follow the steps on page 7.

Add/Remove/Edit Board Members/Guests to GROUP Registration:

- Login first
- Click on "My Account" on top or left of the screen





• Click on "Board Management"



• Click on "Details for: Your District Name"



• At the launching page, click on "Purchase History" from the left navigation list





• Click on the Workshop order

Membership Mailing Lists	Show Purchases: Product Type:	I pai All	d for or received	▼ Search	Clear	0.0000	
Inventory Products			Only show order	s with a balance			
Shopping Cart	Date Range: Past 30 Days	•	Expand All	Collapse All		Printable	View
	Order Number		Order Date 👻		Total	Balance	e Due
< Roster	> 1000145547	4/8/2015		\$1,300.00 USD		\$1,300.00 USD	
committee Home	-					-	. 1

This will show the order summary page. Please go to page 6 and follow the **Add Board Members/Guests to GROUP Registration** steps.

If you have any questions, please email register@njsba.org.