

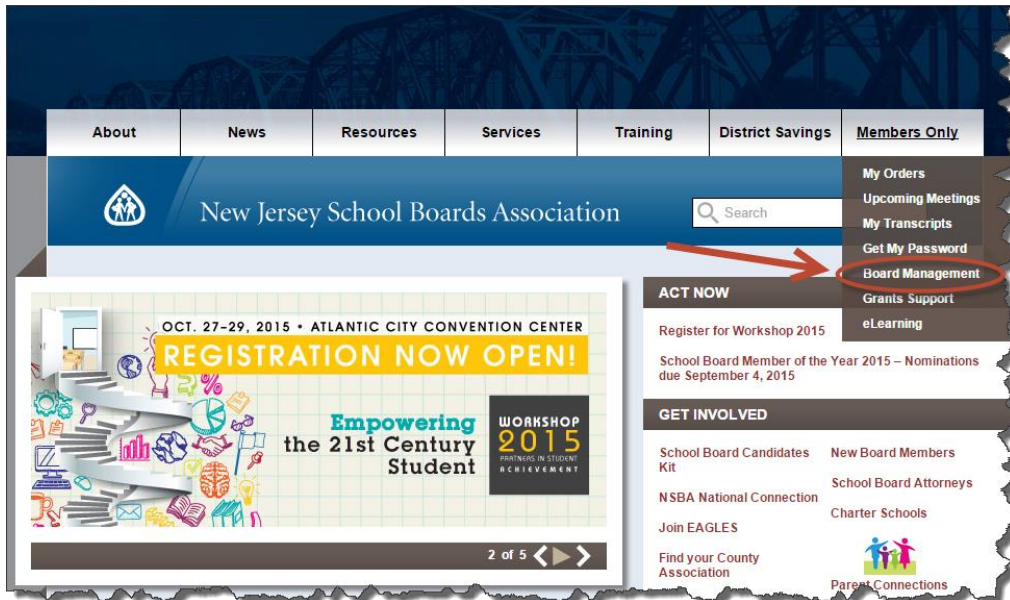


New Jersey School Boards Association

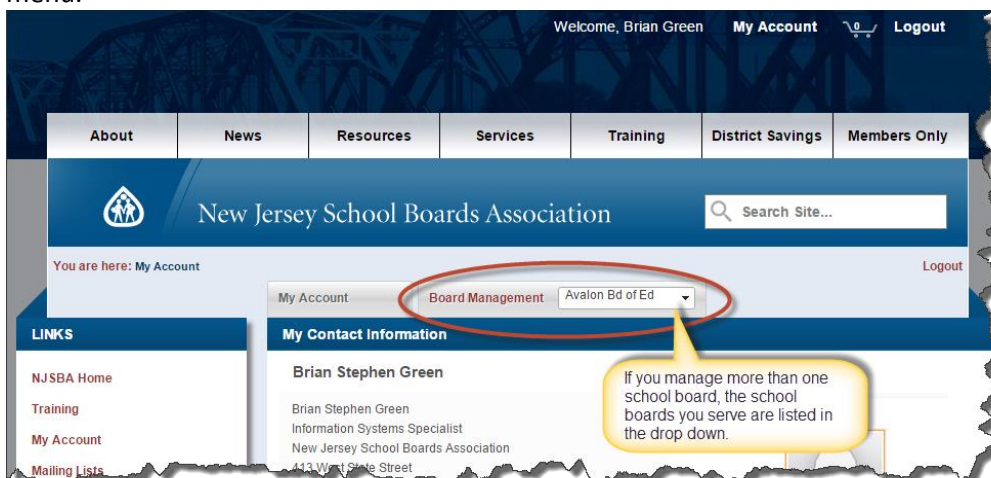
ONLINE REGISTRATION INSTRUCTIONS FOR WORKSHOP 2015

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”.



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





New Jersey School Boards Association

Click on the “Census Report” link (see below) to manage your board’s roster.

Board Management

Avalon Bd of Ed

Last Name: First Name: Email:

City: State/Province: Country:

Position: Status: Voting:

Represents: ☒ Current ☐ Future

Name:

Search Clear

Actions: Export to File Go

Displaying 1-9 of 9

☐ Last/First Name Position Membership Location From/To Contact Information Voting Status Status

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

LINKS

NJSBA Home

Training

My Account

Membership

My Board(s) of Education

MSU District (7 Members)

Register Board Members for a Meeting or Buy Products

Census Report (PDF Format)

Census Report

Click here to update census online

Once you have checked your board’s information and updated it as necessary, continue with the registration.

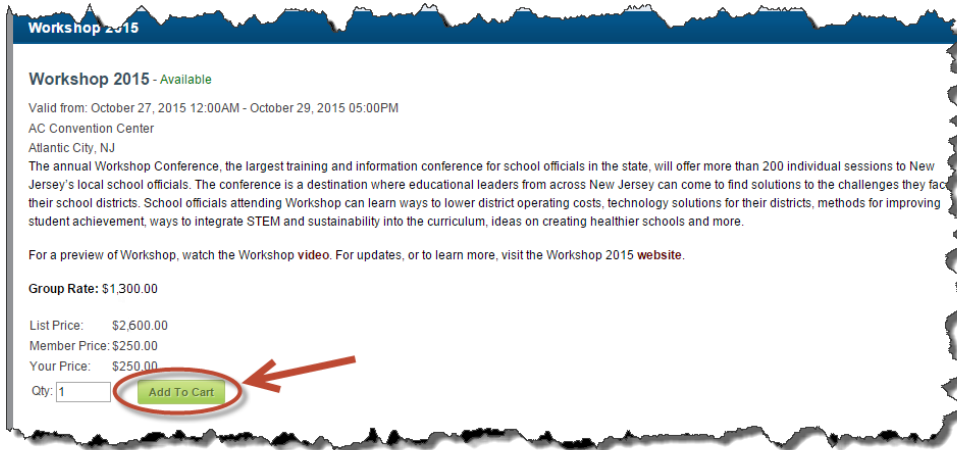


New Jersey School Boards Association

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>

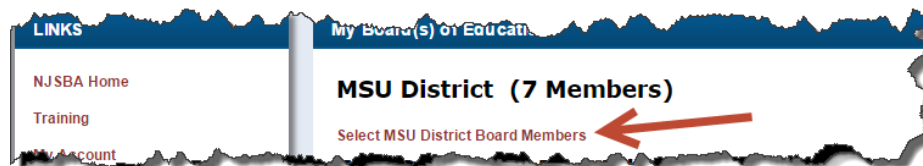


Buying Process:

- 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 is case sensitive).

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



- Buying Options: Select group or individual registration, then click “OK” to continue



New Jersey School Boards Association

Buying Options

Product: Workshop 2015

☒ Click here if you would like to buy the flat group price of \$1300.00

☐ Click here if you would like to buy this product for some members without using the group flat price

OK Cancel

- Click on “Checkout”

Summary

MSU District (1) [continue shopping](#)

Workshop 2015

- NO IMAGE AVAILABLE
- 12:00 AM - 12:00 AM
- AC Convention Center

Edit Save for Later Remove

	Total
Items (1):	\$2,600.00 USD
Tax:	\$--
Shipping:	\$--
Country:	-
Postal:	<input type="text"/> Estimate
Coupon and promo codes can be entered at checkout.	
TOTAL:	\$2,600.00 USD

Checkout

Checkout Process:

- Review the billing information. Click “Next” to continue

Checkout

Address Information Item Summary Payment

Billing Address

Please verify your billing information.

MSU District
413 W State St
Trenton, NJ 08605

Next Cancel

- Review the purchase price. Click “Next” to continue



New Jersey School Boards Association

Checkout

Address Information Item Summary Payment

Recipient: Green, Brian

Workshop 2015
• October 27, 2015 - October 29, 2015

Total
\$1,300.00 USD

Items (1): \$1,300.00 USD
Tax: \$0.00 USD
Shipping: \$---
Add Coupon or Promo Code: **Apply**

TOTAL: **\$1,300.00 USD**

[Previous](#) [Next](#) [Cancel](#)

- Attach Purchase Order

Address Information Item Summary Payment

Billing Address:
MSU District
413 W State St
Trenton, NJ 08605

I would like to use ☒ **BillMeLater** for the following item(s):

Payment Information ☒ **Attach Purchase Order**

☐ Use **BillMeLater** for the following registrations:
Workshop 2015 \$1,300.00 USD

TOTAL: \$1,300.00 USD

Complete Registration

Add a New Card

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



New Jersey School Boards Association

I would like to use ☒ **BillMeLater** for the following item(s):

Payment Information: ☒ Attach Purchase Order
Purchase Order Number Required:

Attachments
The order requires that you attach a purchase order document. Please click on the link below to add attachment.

Upload Attachment

☐ Use ☒ **BillMeLater** for the following registrants:
☐ Workshop 2015

Includes Tax & Shipping
\$1,300.00 USD

Step 1 points to the Purchase Order Number Required field.

Step 2 points to the Upload Attachment link.

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

I would like to use ☒ **BillMeLater** for the following item(s):

Payment Information: ☒ Attach Purchase Order
Purchase Order Number Required:

Attachments
The order requires that you attach a purchase order document. Please click on the link below to add attachment.

File Name	Comments	Actions
PO12345.docx		Delete

Upload Attachment

☐ Use ☒ **BillMeLater** for the following registrants:
☐ Workshop 2015

Includes Tax & Shipping
\$1,300.00 USD

Step 3 points to the checkbox for BillMeLater.

Step 4 points to the **Complete Registration** button.

TOTAL: \$1,300.00 USD

- Order Summary

Add Board Members/Guests to GROUP Registration:

- In the Order Summary page, click on “Add or Remove members/guests”

Click links to view documents:
[MTG700.docx](#)

Add or Remove members/guests

Payment Information
Receipt Amount: Shipping & Handling: \$0.00

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



New Jersey School Boards Association

REMOVE GUEST'S SPOUSE/SIGNIFICANT OTHER

Order Number: 1000145547

(7 members)

<input type="checkbox"/>	Name
<input type="checkbox"/>	Mr Paul Field
	Guest: <input type="text"/> <input type="text"/>
<input type="checkbox"/>	Rajat Giri
	Guest: <input type="text"/> <input type="text"/>
<input type="checkbox"/>	Joseph Hsieh
	Guest: <input type="text"/> <input type="text"/>
<input type="checkbox"/>	Brian Stephen Green
	Guest: <input type="text"/> <input type="text"/>
<input type="checkbox"/>	Luis Pachas
	Guest: <input type="text"/> <input type="text"/>
<input type="checkbox"/>	Sailaja Rayudu
	Guest: <input type="text"/> <input type="text"/>
<input type="checkbox"/>	Mr Ryan Murphy
	Guest: <input type="text"/> <input type="text"/>

COUNT: 0 of 14

Click after finish

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.

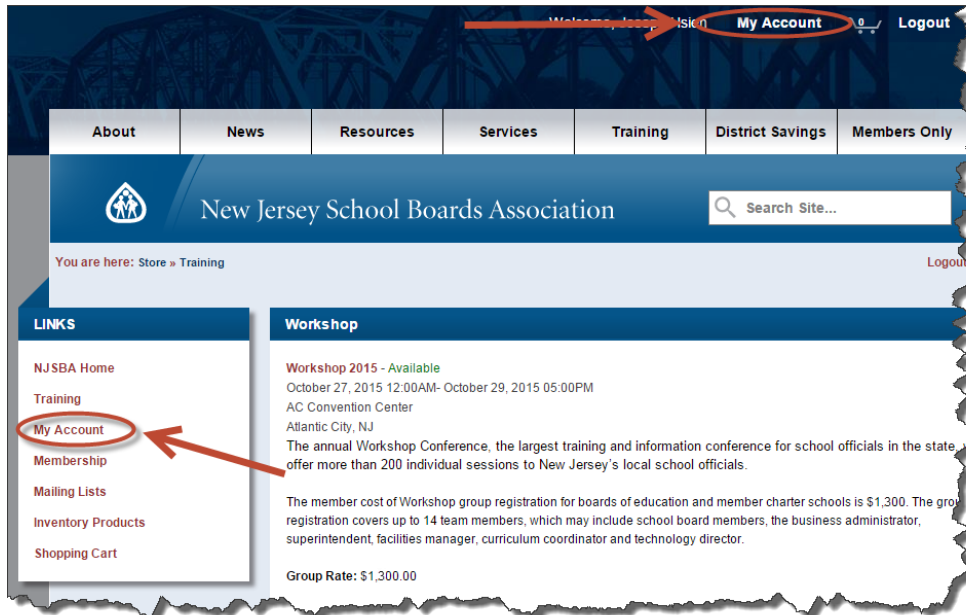
- The workshop registrant/guest list may be updated any time. To do so, follow the steps on page 7.

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

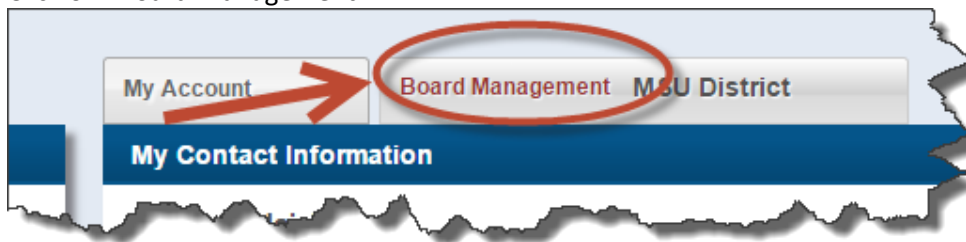
- Login first
- Click on "My Account" on top or left of the screen



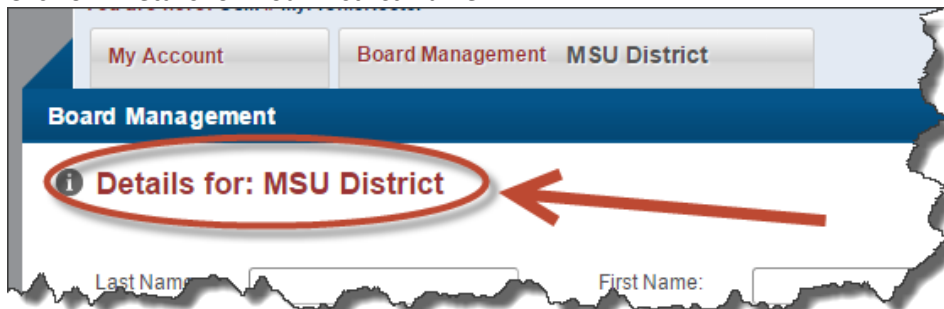
New Jersey School Boards Association



- Click on “Board Management”



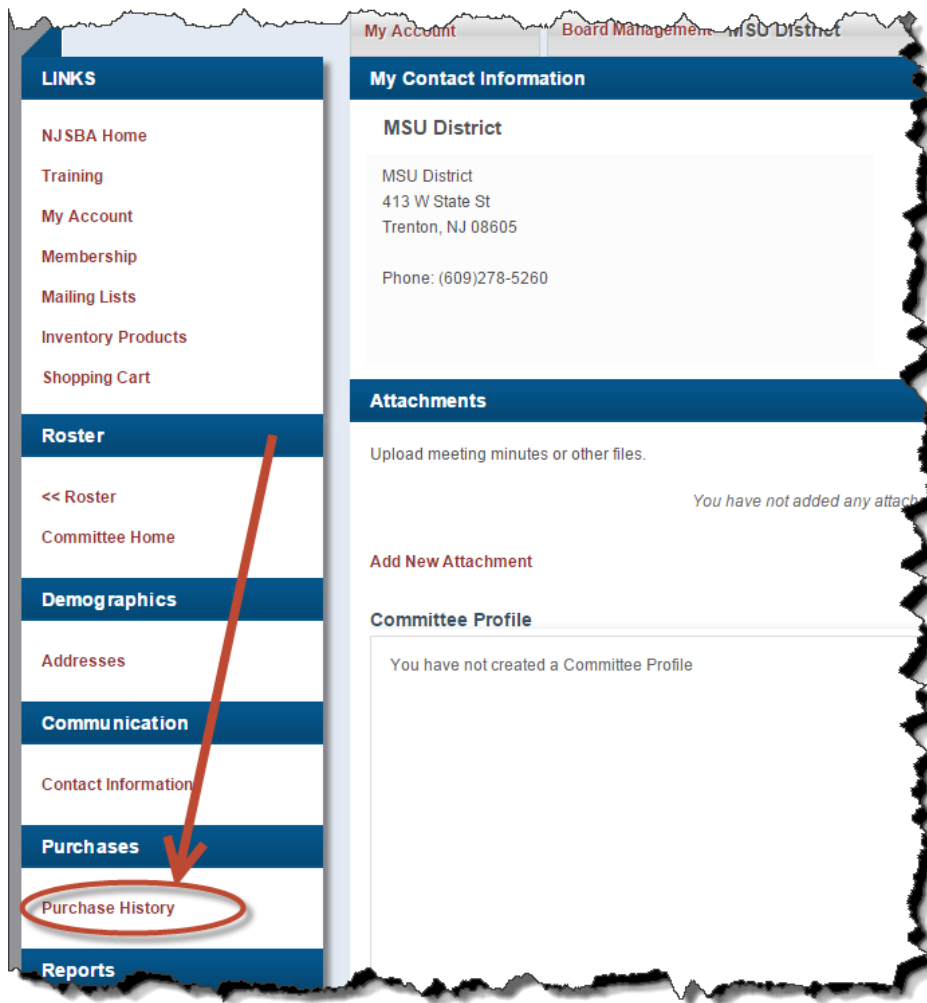
- Click on “Details for: Your District Name”



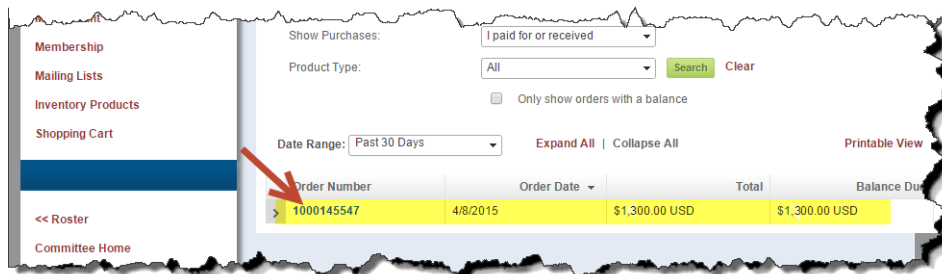
- At the launching page, click on “Purchase History” from the left navigation list



New Jersey School Boards Association



- Click on the Workshop order



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.