







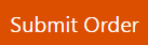


3 Easy Steps to Register for an IASB Event

1. **Login.** You must be logged in with your email address and password to begin the registration. Read the complete [website login instructions](#).
2. **Register** yourself  /or board secretary can register other members  of your district. Be sure to:
 - Click  if the event has multiple program options to ensure the selected program option is placed in each registrant's **In Itinerary**.
 - Register all attendees before you click .
3. Review the **Event Registration** to confirm the list of people registered and fees. (*Note: This is not an invoice, IASB will bill you when the event is over.*) The PO number is optional. When everything is correct, click .

You are all set! Registrants who have successfully completed the registration process will be directed to a confirmation screen. Individual registrants will receive one confirmation email, with a PDF attached detailing registration information and your itinerary. Board secretaries who have registered others will receive two emails: one confirmation email listing all registrations, and one email with a PDF attached with registration details and all registrants' itineraries.

Tip: Change a Registration

If you need to change a registration, simply login, navigate to the [School Board U](#) section and click on [Conferences and Events](#). Once you have located your event, choose the registrant you wish to change registration details for and  or  items to their itinerary. Then,  and . Both the registrant and the individual whose itinerary is being changed will receive an email detailing these changes.

Thank you!



Questions regarding your registration? Special dietary needs? Don't worry, we've got you covered! Please contact Angie Kendall, registration@ia-sb.org or (515) 247-7047