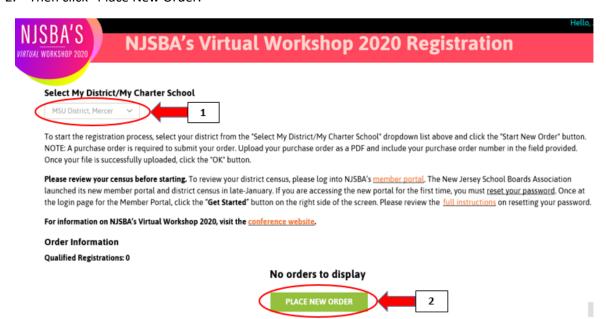
Registration for NJSBA's Virtual Workshop 2020 must be handled by your district or charter school business administrator.

**Please review your census before starting.** To review your district census, please log into NJSBA's <u>member portal</u>. The New Jersey School Boards Association launched its new member portal and district census in late-January. If you are accessing the new portal for the first time, you must <u>reset your password</u>. Once at the login page for the Member Portal, click the "**Get Started**" button on the right side of the screen. Please review the <u>full instructions</u> on resetting your password.

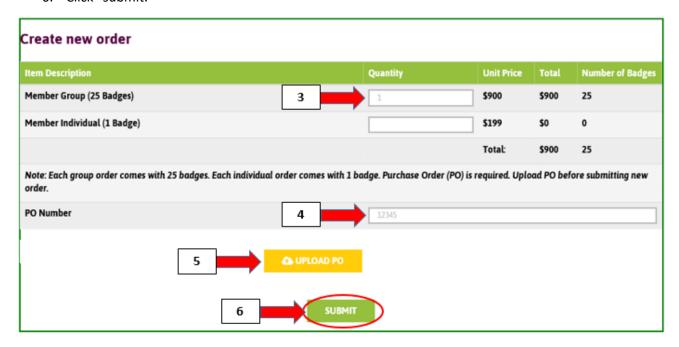
## **Registration Instructions**

- 1. Select your district from the drop down list.
- 2. Then click "Place New Order."





- 3. Make your registration selections. (The group rate includes up to 25 registrants.)
- 4. Enter your purchase order number.
- 5. Upload your purchase order.
- 6. Click "submit."





7. Select the names of the team members you wish to register by clicking the checkbox to the left of their names. When you click the box, the "nickname" field should turn from gray to white. *Please note, only board members, administrators, and staff members who are included on the census will appear on the list of potential registrants. If you wish to add team members to your registration list, you must first add them to your district census.* 

Click "save" when you are finished.

Name	Nickname	Title
☑ Kathy Helewa	Kathy	Board Member
Mary Ann Friedman	Mary Ann	Board Member
☐ Aditi Bansal	Aditi	Board Member
☑ Louis Schimenti	Lou	Board Member
☑ Theresa Lewis	Terri	Board Member
☐ Matthew Lee	Matt	Board Member
☐ Mary Walter	Mary	Board Member
Anuja Deoulgaonkar	Anuja	Board Member
2 Lauren Cuervo	Lauren	Board Member
☑ Joseph Yankus	Joseph	Business Administrator
☐ John Faford	John	Technology Director
☑ Patrice Maillet	Patty	Curriculum Director
☐ Chengping Chang	Chengping	Facilities Director
☐ Gwen Thornton	Gwen	STEAM Coordinator
☐ Charlene Peterson	Charlene	Asst. Superintendent
☑ Kathy Winecoff	Kathy	Tech. Coordinator
☑ Jesse Adams	Jesse	Teacher
☑ Kimberly Blum	Kim	HR Director
☑ Billie Barnett	Billie	Other Staff
☑ Brian Green	Brian	Superintendent
☑ Test Murphy	Test	Vice Principal

That's it! To add or edit information on your district registrants, you may revisit your registration order at any time. For more information on NJSBA Virtual Workshop 2020, visit virtualworkshop.njsba.org.