

# NJSBA'S VIRTUAL WORKSHOP 2020

IMAGINE. CREATE. LEAD.

OCTOBER 20-22, 2020

Cosponsored by NJASA and NJASBO

**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 [member portal](#). 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 [reset your password](#). Once at the login page for the Member Portal, click the "Get Started" button on the right side of the screen. Please review the [full instructions](#) on resetting your password.

## Registration Instructions

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

**NJSBA'S**  
VIRTUAL WORKSHOP 2020

Hello,

### NJSBA's Virtual Workshop 2020 Registration

**Select My District/My Charter School**

MSU District, Mercer

1

To start the registration process, select your district from the "Select My District/My Charter School" dropdown list above and click the "Start New Order" button.  
NOTE: A purchase order is required to submit your order. Upload your purchase order as a PDF and include your purchase order number in the field provided. Once your file is successfully uploaded, click the "OK" button.

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For information on NJSBA's Virtual Workshop 2020, visit the [conference website](#).

**Order Information**  
Qualified Registrations: 0

No orders to display

PLACE NEW ORDER

2

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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."

**Create new order**

Item Description	Quantity	Unit Price	Total	Number of Badges
Member Group (25 Badges)	<input type="text" value="3"/> → <input type="text" value="1"/>	\$900	\$900	25
Member Individual (1 Badge)	<input type="text"/>	\$199	\$0	0
<b>Total:</b>			\$900	25

*Note: Each group order comes with 25 badges. Each individual order comes with 1 badge. Purchase Order (PO) is required. Upload PO before submitting new order.*

PO Number  →

→

→

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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
<input checked="" type="checkbox"/> Kathy Helewa	Kathy	Board Member
<input checked="" type="checkbox"/> Mary Ann Friedman	Mary Ann	Board Member
<input type="checkbox"/> Aditi Bansal	Aditi	Board Member
<input checked="" type="checkbox"/> Louis Schimenti	Lou	Board Member
<input checked="" type="checkbox"/> Theresa Lewis	Terri	Board Member
<input checked="" type="checkbox"/> Matthew Lee	Matt	Board Member
<input checked="" type="checkbox"/> Mary Walter	Mary	Board Member
<input checked="" type="checkbox"/> Anuja Deoulgaonkar	Anuja	Board Member
<input checked="" type="checkbox"/> Lauren Cuervo	Lauren	Board Member
<input checked="" type="checkbox"/> Joseph Yankus	Joseph	Business Administrator
<input checked="" type="checkbox"/> John Faford	John	Technology Director
<input checked="" type="checkbox"/> Patrice Mailliet	Patty	Curriculum Director
<input checked="" type="checkbox"/> Chengping Chang	Chengping	Facilities Director
<input checked="" type="checkbox"/> Gwen Thornton	Gwen	STEAM Coordinator
<input checked="" type="checkbox"/> Charlene Peterson	Charlene	Asst. Superintendent
<input checked="" type="checkbox"/> Kathy Winecoff	Kathy	Tech. Coordinator
<input checked="" type="checkbox"/> Jesse Adams	Jesse	Teacher
<input checked="" type="checkbox"/> Kimberly Blum	Kim	HR Director
<input checked="" type="checkbox"/> Billie Barnett	Billie	Other Staff
<input checked="" type="checkbox"/> Brian Green	Brian	Superintendent
<input checked="" type="checkbox"/> Test Murphy	Test	Vice Principal

[SAVE](#)

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](https://virtualworkshop.njsba.org).