

NJSBA'S VIRTUAL WORKSHOP 2021

OCTOBER 26-28

Co-sponsored by NJASA and NJASBO

NJSBA'S VIRTUAL WORKSHOP 2021 GROUP REGISTRATION INSTRUCTIONS

The registration process for Virtual Workshop is new for 2021. Please follow the directions below. Registration for NJSBA's Virtual Workshop 2021 must be handled by the school business administrator.

1. From the main registration screen, click "register."

Workshop 2021 Conference

The screenshot shows the event details for 'Workshop 2021 Conference' on October 26-28, 2021. It includes a 'Registration Details' table and a 'REGISTER' button highlighted with a red arrow.

Registration Details	
Registered Member	\$450.00
Non-Member	\$900.00
Group Fee	
Group Price	\$900.00

2. Select "group rate" and then "continue."

Workshop 2021 Conference - Account Group Page

- Register for the meeting using the group rate (Group Limit:25) (Group Price: \$900.00)
- Register for the meeting at the individual rate (\$450.00 per person)

CANCEL

CONTINUE

3. Click "add attendees."

Workshop 2021 Conference - Attendee Registration

Please select "Add Attendees" to continue.

Total Registrations: 0

Group Size Limit: 25

CANCEL

ADD ATTENDEE(S)

REGISTRATION & PAY

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4. Check the names of the team members you wish to register and then click "select attendees."

Workshop 2021 Conference - Attendee Selection

New Members can be added to your board through the census functionality on the home page.

	Full Name	Email	Position
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	Director of Facilities
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	IT Director
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	Secretary to the Business Administrator
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	Business Administrator
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	Superintendent
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	N/A
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	Board Member
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	Board Member
<input type="checkbox"/>	[REDACTED]	[REDACTED]	N/A

1 Page Size: 100

9 items in 1

[BACK](#) [SELECT ATTENDEE\(S\)](#)

5. On the following page, you have an opportunity to review and remove registrants. If everything looks correct, click "submit registration and pay."

Workshop 2021 Conference - Attendee Registration

Name	Actions
[REDACTED]	Remove
[REDACTED]	Remove
[REDACTED]	Remove
[REDACTED]	Remove
[REDACTED]	Remove
[REDACTED]	Remove
[REDACTED]	Remove
[REDACTED]	Remove
[REDACTED]	Remove

Total Registrations: 8
Group Size Limit: 25

[CANCEL](#) [ADD ATTENDEE\(S\)](#) [SUBMIT REGISTRATION & PAY](#)

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6. Review the summary page and click "complete registration and pay."

Workshop 2021 Conference - Registration Summary

Attendee	Registration
[REDACTED]	Registered
[REDACTED]	Registered
[REDACTED]	Registered
[REDACTED]	Registered
[REDACTED]	Registered
[REDACTED]	Registered
[REDACTED]	Registered
[REDACTED]	Registered

Product	List Price	Your Price	Tax	Qty	Total
Group rate	\$900.00	\$900.00	\$0.00	1	\$900.00

Subtotal: \$900.00
Discount: \$0.00
Tax: \$0.00
Shipping: \$0.00
Total: \$900.00

[BACK](#) [CANCEL](#) [COMPLETE REGISTRATION & PAY](#) ←

7. Add your purchase order number, upload your purchase order, and click "continue."

Workshop 2021 Conference - Payment Submission

Purchase Order Number

123456 ←

Signed Copy Required

Yes

Purchase Order Documentation

[+ ADD FILES...](#) ←

[BACK](#) [CANCEL](#) [CONTINUE](#) ←

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8. Click "submit payment."

Workshop 2021 Conference

Attendee	Registration
[REDACTED]	Registered
[REDACTED]	Registered
[REDACTED]	Registered
[REDACTED]	Registered
[REDACTED]	Registered
[REDACTED]	Registered
[REDACTED]	Registered
[REDACTED]	Registered

Product	List Price	Your Price	Tax	Qty	Total
Group rate	\$900.00	\$900.00	\$0.00	1	\$900.00

Subtotal: \$900.00
Discount: \$0.00
Tax: \$0.00
Shipping: \$0.00
Total: \$900.00

[BACK](#) [CANCEL](#) [SUBMIT PAYMENT](#) 

9. On the "Registration Confirmation" screen, you have the option of printing or saving the screen for your records.

Registration Confirmation

Workshop 2021 Conference: 10/26/21 08:00 AM - 10/28/21 09:00 PM

Attendee	Registration
[REDACTED]	Registered
[REDACTED]	Registered
[REDACTED]	Registered
[REDACTED]	Registered
[REDACTED]	Registered
[REDACTED]	Registered
[REDACTED]	Registered
[REDACTED]	Registered

Order Details


Product	List Price	Your Price	Tax	Qty	Total
Group rate	\$900.00	\$900.00	\$0.00	1	\$900.00

Subtotal: \$900.00
Discount: \$0.00
Tax: \$0.00
Shipping: \$0.00
Total: \$900.00

Purchase Order Summary

Purchase Order Number	Signed Copy Required
123456	No

[Print](#) [Save](#) [Cancel](#)



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ADDING TO A GROUP REGISTRATION ORDER

1. Click on the meeting registration link. Since you have already registered a group, you will see an "edit" button.

Workshop 2021 Conference

26 OCT **Workshop 2021 Conference**
🕒 Tuesday, October 26, 2021 (8:00 AM) to Thursday, October 28, 2021 (9:00 PM)
📍 Virtual

Test meeting for sprint 1.1

You're Registered!

[Twitter](#) [Facebook](#) [LinkedIn](#) [Google+](#) [Email](#)

Description Location

Registration Details

You are currently Registered. You have registered 7 other(s) for the selected District.

EDIT ←

2. Review registrants and then click "add attendees." (To remove attendees, you must email callcenter@njsba.org.)

Workshop 2021 Conference - Attendee Registration

Current Registrations

Name	Actions
██████████	Remove
██████████	Remove
██████████	Remove
██████████	Remove
██████████	Remove
██████████	Remove
██████████	Remove
██████████	Remove

New Registrations

Please select "Add Attendees" to continue.

Total Registrations: 8

Group Size Limit: 25

CANCEL **ADD ATTENDEE(S)** ← **DN**

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3. Add additional team members to your order and click "add attendees."

Workshop 2021 Conference - Attendee Selection

Full Name	Email	Position
[REDACTED]	[REDACTED]	Director of Facilities
[REDACTED]	[REDACTED]	IT Director
[REDACTED]	[REDACTED]	Secretary to the Business Administrator
[REDACTED]	[REDACTED]	Business Administrator
[REDACTED]	[REDACTED]	Superintendent
[REDACTED]	[REDACTED]	N/A
[REDACTED]	[REDACTED]	Board Member
[REDACTED]	[REDACTED]	Board Member
<input checked="" type="checkbox"/>	[REDACTED]	N/A

1 Page Size: 100

9 items in

BACK

SELECT ATTENDEE(S)



4. Submit the revised registration order.

Workshop 2021 Conference - Attendee Registration

Current Registrations

Name	Actions
[REDACTED]	Remove
[REDACTED]	Remove
[REDACTED]	Remove
[REDACTED]	Remove
[REDACTED]	Remove
[REDACTED]	Remove
[REDACTED]	Remove
[REDACTED]	Remove

New Registrations

Name	Actions
[REDACTED]	Remove

Total Registrations: 9
Group Size Limit: 25

CANCEL

ADD ATTENDEE(S)

SUBMIT REGISTRATION

