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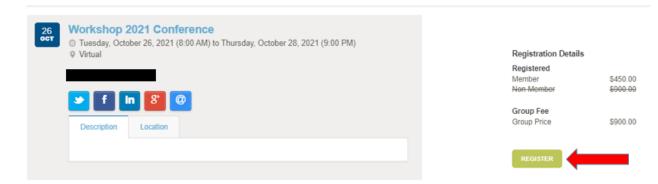
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NJSBA'S VIRTUAL WORKSHOP 2021 GROUP REGISTRATION INSTRUCTIONS

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



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

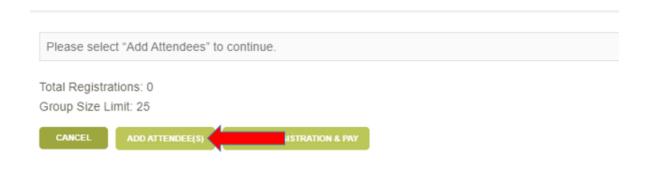
Workshop 2021 Conference - Account Group Page

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."



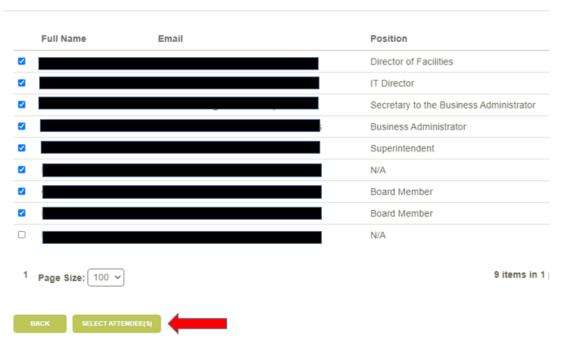
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4. Check the names of the team members you wish to register and then click "select attendees."

Workshop 2021 Conference - Attendee Selection

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



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

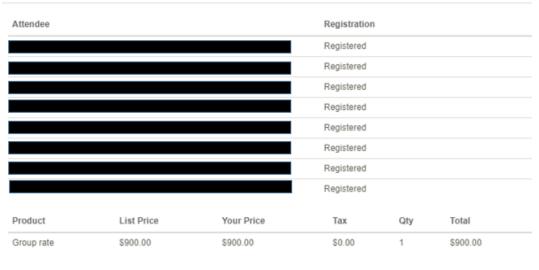


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6. Review the summary page and click "complete registration and pay."

Workshop 2021 Conference - Registration Summary



Subtotal: \$900.00

Discount: \$0.00

Tax: \$0.00

Shipping: \$0.00

Total: \$900.00



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

Workshop 2021 Conference - Payment Submission

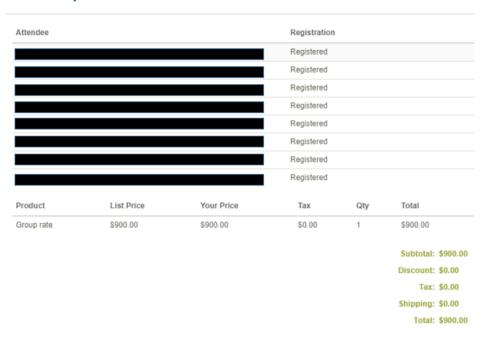


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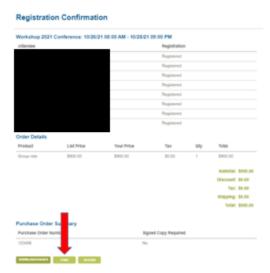
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8. Click "submit payment."

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



BACK CANCEL SUBMIT PAYMENT

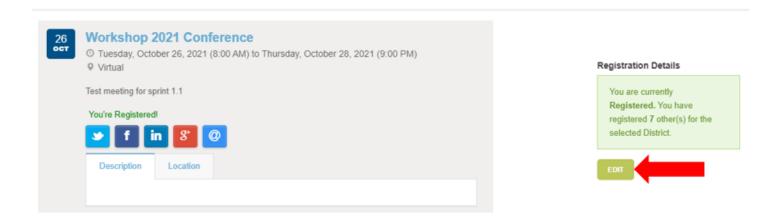
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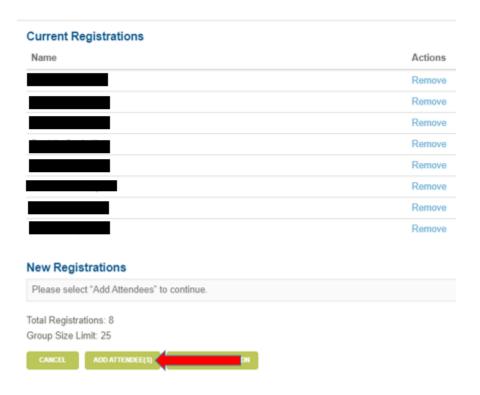
ADDING TO A GROUP REGISTRATION ORDER

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

Workshop 2021 Conference



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

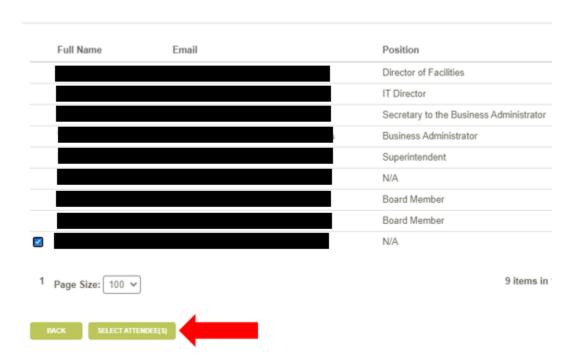


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3. Add additional team members to your order and click "add attendees."

Workshop 2021 Conference - Attendee Selection



4. Submit the revised registration order.

