

Workshop 2022

Oct. 24-26

Co-sponsored by NJSBA • NJASBO • NJASA

WORKSHOP 2022 GROUP REGISTRATION INSTRUCTIONS

The registration process for Workshop is new for 2022. Please follow the directions below. Registration must be handled by the school business administrator.

1. From the main registration screen, click “register.”

Workshop Conference 2022

24 OCT Workshop Conference 2022
Monday, October 24, 2022 to Wednesday, October 26, 2022
Atlantic City Convention Center

You're Registered!

Description Location Credits

Registration for fee-based programs and Mandated Training must be handled by the school business administrator.

Registration Details	
Workshop 2022	
Member	\$550.00
Non-Member	\$550.00
Group Fee	
Group Price	\$2,200.00

REGISTER

Select “group rate” and then “continue.”

Workshop Conference 2022

Please select “group rate registration” if you are registering two or more people. Please select “individual registration” only if you are registering one person.

- Register for the meeting using the group rate (Group Limit:25) (Group Price \$2,200.00)
- Register for the meeting at the individual rate (\$550.00 per person)

CANCEL

CONTINUE

2. Click “add attendees.”

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Workshop Conference 2022 - Attendee Registration

Sample Text for meeting - Attendee Summary. Please register more than one contact if you are registering others but not yourself.

Please select "Add Attendees" to continue.

Total Registrations: 0

Group Size Limit: 25

CANCEL

ADD ATTENDEE(S)

SUBMIT REGISTRATION & PAY

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

Workshop Conference 2022 - Attendee Selection

New Members can be added to your board through the census functionality on [the home page](#).

	Full Name	Email	Position
<input type="checkbox"/>	Board Member 1	mbr1@bmu.org	Board Member
<input type="checkbox"/>	Board Member 2	mbr2@bmu.org	Board Member
<input type="checkbox"/>	Board Member 3	mbr3@bmu.org	Board Member
<input type="checkbox"/>	District Staff 1	staff1@bmu.org	Director of Facilities
<input type="checkbox"/>	District Staff 2	staff2@bmu.org	Director of Curriculum

1 Page Size: 100

7 items in 1 page

BACK

SELECT ATTENDEE(S)

4. On the following page, you have an opportunity to review and remove registrants. You may also add guests for board members, business administrators and superintendents. If everything looks correct, click "submit registration and pay."

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Workshop Conference 2022 - Attendee Selection

Please review the attendees you have selected. To add a Guest to an Attendee, select the "Add Guest" button next to the attendee with which the guest will be attending. On the next page, input Guest information and select "Add Guest".

Attendee	Actions
Board Member 1	Remove Attendee Add Guest
Board Member 2	Remove Attendee Add Guest
Board Member 3	Remove Attendee Add Guest
District Staff 1	Remove Attendee
District Staff 2	Remove Attendee

Total Registrations: 5
Group Size Limit: 25

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



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


Workshop Conference 2022 - Attendee Selection

Please review the attendees you have selected. To add a Guest to an Attendee, select the "Add Guest" button next to the attendee with which the guest will be attending. On the next page, input Guest information and select "Add Guest".

Attendee	Actions	Guest Name
Board Member 1	Remove Attendee Edit Guest Remove Guest	Guest of Board Member 1
Board Member 2	Remove Attendee Edit Guest Remove Guest	Guest of Board Member 2
Board Member 3	Remove Attendee Add Guest	
District Staff 1	Remove Attendee	
District Staff 2	Remove Attendee	

Total Registrations: 5
Group Size Limit: 25

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



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

Workshop Conference 2022 - Payment Submission

Purchase Order Number

Signed Copy Required

Purchase Order Documentation

+ ADD FILES...

BACK CANCEL CONTINUE

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7. Click “submit payment.”

Workshop Conference 2022

Attendee	Registration
Board Member 1	Workshop 2022
Board Member 2	Workshop 2022
Board Member 3	Workshop 2022
District Staff 1	Workshop 2022
District Staff 2	Workshop 2022

Product	List Price	Your Price	Tax	Qty	Total
2022 Early Bird Workshop Registration Rate	\$2,200.00	\$2,200.00	\$0.00	1	\$2,200.00

Subtotal:	\$2,200.00
Discount:	\$0.00
Tax:	\$0.00
Shipping:	\$0.00
Total:	\$2,200.00



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8. On the “Registration Confirmation” screen, you have the option of printing or saving the screen for your records.

Registration Confirmation

Workshop Conference 2022: 10/24/22 09:00 AM - 10/27/22 04:00 PM

Attendee	Registration
Board Member 2	Workshop 2022
District Staff 1	Workshop 2022
Board Member 1	Workshop 2022
District Staff 2	Workshop 2022
Board Member 3	Workshop 2022

Order Details

Product	List Price	Your Price	Tax	Qty	Total
2022 Early Bird Workshop Registration Rate	\$2,200.00	\$2,200.00	\$0.00	1	\$2,200.00
					Subtotal: \$2,200.00
					Discount: \$0.00
					Tax: \$0.00
					Shipping: \$0.00
					Total: \$2,200.00

Purchase Order Summary

Purchase Order Number	Signed Copy Required
PO123	No

DOWNLOAD ICALICS

PRINT

RETURN

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ADDING ADDITIONAL REGISTRANTS TO THE GROUP

The Workshop group registration covers 25 team members. Districts may include the school board, business administrator, superintendent, facilities managers, curriculum professionals, IT staff, principals, human resource professionals, educators, and other district staff in their group registration. Team members may be added to the group order at any time. Please follow the instructions below.

1. From the main registration screen, click “edit registration.”

Workshop Conference 2022

24 OCT Workshop Conference 2022

Monday, October 24, 2022 (9:00 AM) to Thursday, October 27, 2022 (4:00 PM)

Virtual

Twitter Facebook LinkedIn Google+ Email

Description Location Credits

Registration for fee-based programs and Mandated Training must be handled by the school business administrator.

Partial credit will not be offered. You must attend the full program to receive credit.

Registration Details

You are currently Not Registered. You have registered 5 other(s) for the selected District.

EDIT REGISTRATION

2. Click “add attendee(s).”

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Workshop Conference 2022 - Attendee Selection

Please review the attendees you have selected. To add a Guest to an Attendee, select the "Add Guest" button next to the attendee with which the guest will be attending. On the next page, input Guest information and select "Add Guest".

Current Registrations

Attendee	Actions	Guest Name
Board Member 1	Remove Attendee Edit Guest Remove Guest	Guest of Board Member 1
District Staff 2	Remove Attendee	
Board Member 2	Remove Attendee Edit Guest Remove Guest	Guest of Board Member 2
District Staff 1	Remove Attendee	
Board Member 3	Remove Attendee Add Guest	

New Registrations

Please select "Add Attendees" to continue.

Total Registrations: 5
Group Size Limit: 25

CANCEL

ADD ATTENDEE(S)

SUBMIT REGISTRATION

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

Workshop Conference 2022 - Attendee Selection

New Members can be added to your board through the census functionality on [the home page](#).

Full Name	Email	Position
Board Member 1	mbr1@bmu.org	Board Member
Board Member 2	mbr2@bmu.org	Board Member
Board Member 3	mbr3@bmu.org	Board Member
District Staff 1	staff1@bmu.org	Director of Facilities
District Staff 2	staff2@bmu.org	Director of Curriculum
<input type="checkbox"/> Board Member 4	mbr4@bmu.org	Board Member

1 Page Size: 100

8 items in 1 page

BACK

SELECT ATTENDEE(S)

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4. You may remove attendees, add and/or edit guests for board members, business administrators and superintendents.

Workshop Conference 2022 - Attendee Selection

Please review the attendees you have selected. To add a Guest to an Attendee, select the "Add Guest" button next to the attendee with which the guest will be attending. On the next page, input Guest information and select "Add Guest".

Current Registrations

Attendee	Actions	Guest Name
Board Member 1	Remove Attendee Edit Guest Remove Guest	Guest of Board Member 1
District Staff 2	Remove Attendee	
Board Member 2	Remove Attendee Edit Guest Remove Guest	Guest of Board Member 2
District Staff 1	Remove Attendee	
Board Member 3	Remove Attendee Add Guest	

New Registrations

Attendee	Actions
Board Member 4	Remove Attendee Add Guest

Total Registrations: 6

Group Size Limit: 25

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

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5. Click "submit registration."

Workshop Conference 2022 - Attendee Selection

Please review the attendees you have selected. To add a Guest to an Attendee, select the "Add Guest" button next to the attendee with which the guest will be attending. On the next page, input Guest information and select "Add Guest".

Current Registrations

Attendee	Actions	Guest Name
Board Member 1	Remove Attendee Edit Guest Remove Guest	Guest of Board Member 1
District Staff 2	Remove Attendee	
Board Member 2	Remove Attendee Edit Guest Remove Guest	Guest of Board Member 2
District Staff 1	Remove Attendee	
Board Member 3	Remove Attendee Add Guest	

New Registrations

Attendee	Actions
Board Member 4	Remove Attendee Add Guest

Total Registrations: 6

Group Size Limit: 25



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6. On the “Registration Confirmation” screen, you have the option of printing or saving the screen for your records.

Registration Confirmation

Workshop Conference 2022: 10/24/22 09:00 AM - 10/27/22 04:00 PM

Attendee	Registration
Board Member 4	Workshop 2022
Board Member 2	Workshop 2022
District Staff 1	Workshop 2022
Board Member 1	Workshop 2022
District Staff 2	Workshop 2022
Board Member 3	Workshop 2022

Order Details

Product	List Price	Your Price	Tax	Qty	Total
2022 Early Bird Workshop Registration Rate	\$2,200.00	: \$2,200.00	\$0.00	1	\$2,200.00

Subtotal: \$2,200.00

Discount: \$0.00

Tax: \$0.00

Shipping: \$0.00

Total: \$2,200.00

Purchase Order Summary

Purchase Order Number	Signed Copy Required
PO123	No

DOWNLOAD ICA/ICS

PRINT

RETURN