

IMAGINE. CREATE. LEAD.

OCT. 21 - 24, 2019

WORKSHOP
2019
PARTNERS IN STUDENT
ACHIEVEMENT

ONLINE REGISTRATION INSTRUCTIONS FOR WORKSHOP 2019

REGISTRATION

Visit the Workshop 2019 website at workshop.njsba.org, click on "ATTENDEE SITE." Click on "REGISTER" located at the top right corner of the site. You may also access registration through the following link: <https://ws.njsba.org/njsba/WorkshopRegistry/index.html>



- Log in using your full email address and your password.
- If you do not remember your password, click "I would like to reset my password. Click here."
- Enter your entire email address and click "Continue." You will receive an email with a link to create a new password (passwords require at least six characters and are case sensitive).

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Buying Process

After logging in successfully, click the "Place New Order" button.

Select Board: MSU District

Board Management

Click here to update the census.

Please create Workshop order to proceed

Place New Order

Click here to make the workshop order.

If you manage more than one board, please select the correct board from the drop-down list. (Note: You may update your board census by clicking on "Board Management" and then follow the step on page 10 of this document.)

- Step 1: Enter the number of registrants in the QTY boxes.
- Step 2: Enter the PO number.
- Step 3: Click on the "Upload PO" button to upload your Purchase Order.

Create New Order

MSU District
413 W State St
Trenton, NJ 08605

ITEM DESCRIPTION	QTY	PRICE	ITEM TOTAL
Group Registration	1	\$1600	\$1600
Individual Registration	0	\$350	\$0
Total			\$1600

NOTES: Each group order comes with 20 badges.
Each individual order comes with 1 badge.
Purchase Order (PO) is required. Upload PO before submitting new order.

Purchase Order (PO) Number: please enter

Purchase Order (PO): please upload

Upload PO

Submit Cancel

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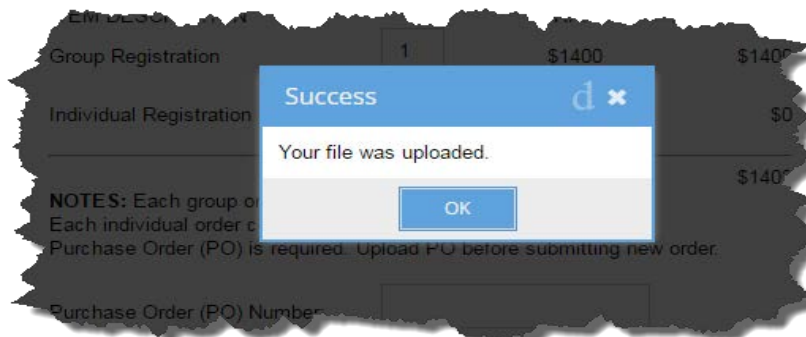
- Step 4: On the new popup window, click on the "Select File..." button. Please note the document needs to be in a PDF format.



- Step 5: Once the PDF purchase order file is selected, click on the "Upload" button.



- Click "OK" once the file is uploaded successfully.



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- Step 6: Click the “Submit” button to complete your order.

Total \$1600

NOTES: Each group order comes with 20 badges.
Each individual order comes with 1 badge.
Purchase Order (PO) is required. Upload PO before submitting new order.

Purchase Order (PO) Number: 1234

Purchase Order (PO): **uploaded** [Upload PO](#)

Step 6 → [Submit](#) [Cancel](#)

Once the order is placed successfully, the order number together with the available badge numbers will be shown in the “Order Status” section.

Order Status

Contact the Call Center for assistance if there is any question with orders

Order# 1000190291 Rate Code: GROUP Badges: 20 [Place Additional Order](#)

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Maintaining Attendees/Badges List

Scroll down to review the available badge(s) in the "Attendee List" section. You may come back at any time to make changes to the list.

Attendee List

The names and the titles will be printed on attendee badges. Please review carefully. Correct any spelling error.

[Click to Select Attendee\(s\)](#)

	Attendee Nick Name	Attendee Full Name	Attendee Title	Guest First Name	Guest Last Name	
1	Available	Click here to add				
2	Available	Click here to add				
3	Available	Click here to add				
4	Available	Click here to add				
5	Available	Click here to add				
6	Available	Click here to add				
7	Available	Click here to add				
8	Available	Click here to add				
9	Available	Click here to add				
10	Available	Click here to add				
11	Available	Click here to add				
12	Available	Click here to add				
13	Available	Click here to add				
14	Available	Click here to add				

Once the Workshop order is created, the number of available badges/attendees list will be populated automatically, as shown in the screen shot above.

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- Step 1: Click the “Click to Select Attendee(s)” button to add attendee(s) from the census.

Attendee List

The names and the titles will be printed on attendee badges.

[Click to Select Attendee\(s\)](#) ← **Step 1**

	Attendee Nick Name	Attendee Full Name	Attendee Title
1	Available	Click here to add	

Note: The attendee can only be added from your census. Please update your census by following steps on page 8-9 of this document if changes are needed.

- Step 2: In the popup census list window, click on the check boxes for the attendee(s).
- Step 3: Click the “Submit” button once it is done.

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Select Workshop Attendees

<input type="checkbox"/>		Member First Name	Member Last Name	Member Title
<input checked="" type="checkbox"/>	1	Aditi	Bansal	Member
<input checked="" type="checkbox"/>	2	Aravinda	Tota	Member
<input checked="" type="checkbox"/>	3	Brian	Green	Member
<input checked="" type="checkbox"/>	4	Chengping	Chang	Business Administrator
<input checked="" type="checkbox"/>	5	Denise	Mazzucca	Member
<input type="checkbox"/>	6	Gustavo	Cardona	Member
<input type="checkbox"/>	7	Joseph	Hsieh	Business Administrator
<input type="checkbox"/>	8	Kristen	Krulikowski	Member
<input type="checkbox"/>	9	Paul	Field	Member
<input type="checkbox"/>	10	Test	Testing	Member

Step 2 (Arrow pointing to checkboxes 1-5)

Step 3 (Arrow pointing to Submit button)

Submit Cancel

The selected individuals will populate in the Attendee List.

Attendee List

The names and the titles will be printed on attendee badges. Please review carefully. Correct any spelling error.

[Click to Select Attendee\(s\)](#)

	Attendee Nick Name	Attendee Full Name	Attendee Title	Guest First Name	Guest Last Name	
1	Aditi	Aditi Bansal	Member			
2	Aravinda	Aravinda Tota	Member			
3	Brian	Brian Green	Member			
4	Chengping	Chengping Chang	Business Adminis...			
5	Denise	Denise Mazzucca	Member			
6	Available	Click here to add				
7	Available	Click here to add				

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You may change the attendee's nickname and title, and add a guest for each attendee. The circled area in the screenshot above can be edited.

To remove an attendee from the list, click on the trash can button.

A screenshot of a web interface showing a list of attendees. The table has columns for 'Attendee Nick Name', 'Guest First Name', and 'Guest Last Name'. There are three rows of attendees. A yellow callout bubble points to the 'Attendee Nick Name' cell for the first row, containing the text 'Mouse over and click on this cell to edit.' A red circle highlights the trash can icon in the rightmost column of the second row. A yellow callout bubble points to this icon with the text 'Click to remove a person from the'.

	Attendee Nick Name		Guest First Name	Guest Last Name	
1	Aditij	Aditi Bansal	Member		
2	Aravinda	Aravinda Tota	Member		
3	Brian	Brian Green	Member		

Note:

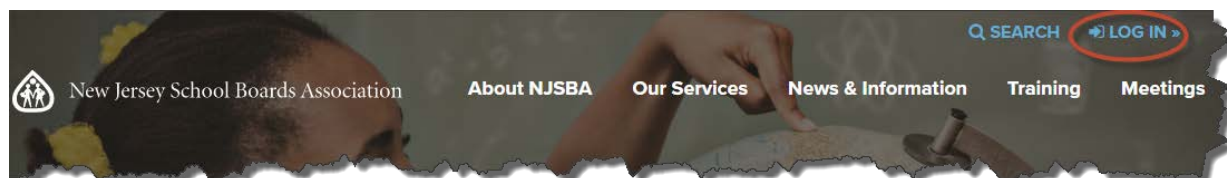
All the changes are saved instantly. There is no "Save" button on the screen.

For guest names, DO NOT include title/prefix in the first name. A guest is limited to a board member's spouse or significant other. Other district staff may not be registered as guests.

If you have questions, please email register@njsba.org

Census Instructions

Before registering for Workshop 2019, please check your district census report for accuracy. To access your census report, click on the "LOG IN" link in the upper right hand corner of the NJSBA website (<http://www.njsba.org>).

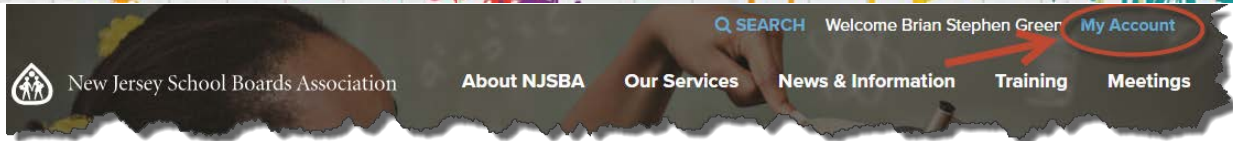


Once logged in successfully, click on the "My Account" link shown on the top of the page.

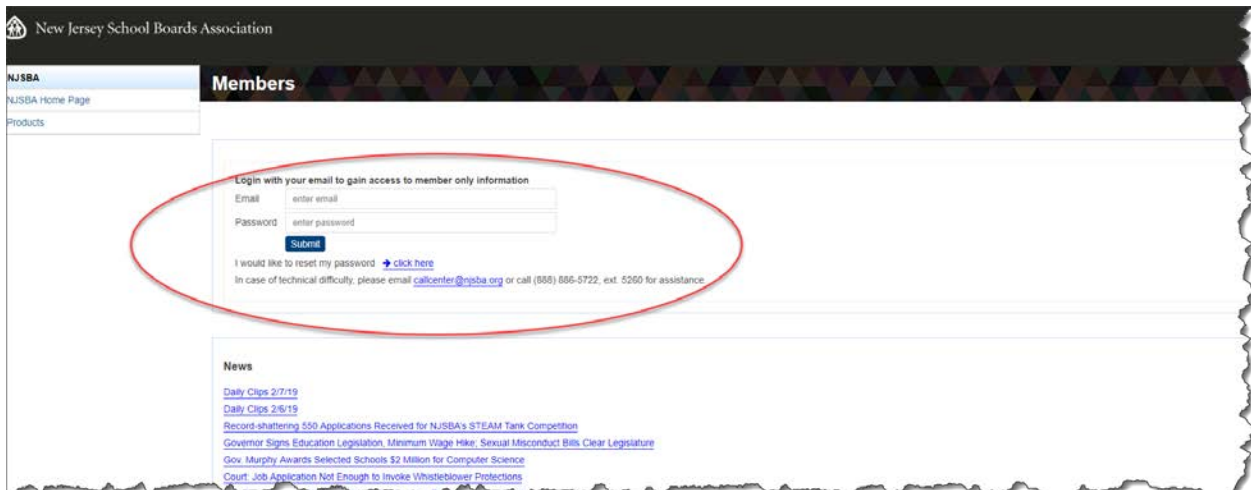
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On the “My Account” page, please “log in” with same username/password that you logged in with.



Once logged in, click on “School Board Census Management” from the box on the left side of the page.

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NJSBA

NJSBA Home Page

Products

Business Administrator

School Board Constituents

School Board Orders

School Board Certifications

School Board Transcripts

Mandated Training Status, Transcripts

School Board Census Management

My Account

Profile

Board of Educations and Committees

Certifications

Memberships

Meetings and Trainings

Orders

Transcripts

Members

Upcoming Meetings and Training Near You

Meetings in Your Home County

Mar 21 2019 Mercer County SBA Meeting
125 Country Club Drive , Skillman, NJ 08558

Apr 1 2019 8th Grade Dialogue – Mercer County
2525 Princeton Pike , Lawrenceville, NJ 08648

May 14 2019 Mercer County SBA Meeting
125 Country Club Drive , Skillman, NJ 08558

[All other meetings and training ...](#)

News

[Daily Clips 2/7/19](#)

[Daily Clips 2/6/19](#)

[Record-shattering 550 Applications Received for NJSBA's STEAM Tank Competition](#)

[Governor Signs Education Legislation, Minimum Wage Hike, Sexual Misconduct Bills Clear Legislature](#)

[Gov. Murphy Awards Selected Schools \\$2 Million for Computer Science](#)

Click on “Go To School Board Census Management.”

NJSBA

NJSBA Home Page

Products

Business Administrator

School Board Constituents

School Board Orders

School Board Certifications

School Board Transcripts

Mandated Training Status, Transcripts

School Board Census Management

My Account

School Board Census

Manage your school/district team, including school board members or charter school trustees and school district personnel. Use the census to setup/edit titles, start dates, end dates, email addresses, physical addresses, and phone numbers.

Go To School Board Census Management

Click on the “Census Report” to manage your board’s roster.

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LINKS

- NJSBA Home
- Training
- My Account
- Membership

My Board(s) of Education

MSU District (7 Members)

- Register Board Members for a Meeting or Buy Products
- Census Report (PDF Format)
- Census Report**

Click here to update census online

Upon checking and updating your board information, continue with the [registration process](#).

Note: You may also access the Board Management page from the Workshop registration page.
<https://ws.njsba.org/njsba/WorkshopRegistry/index>.