

## WORKSHOP 2025 GROUP REGISTRATION INSTRUCTIONS

Please follow the directions below. Registration must be handled by the school business administrator.

**NOTE to Business Administrators – Registrations require an attached Purchase Order at the time of Registration to avoid an incomplete Order.**

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

### Workshop Conference 2025

**20 OCT** Workshop Conference 2025  
Monday, October 20, 2025 (8:00 AM) to Thursday, October 23, 2025 (11:00 AM)  
Atlantic City Convention Center

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

Description Location Credits

**BAe - All Individual and Group Registrations require an attached Purchase Order at the time of registration.**

**Registration without an attached PO will result in an incomplete order which will be cancelled. Incomplete orders will not receive a confirmation email.**

**Registration Details**

Workshop Conference 2025	
Member	\$550.00
Non-Member	\$550.00
<b>Group Fee</b>	
Group Price	\$2,200.00

[Register](#)  
[Download iCal](#)

Select “group rate” and then “continue.”

### Workshop Conference 2025

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."

## Workshop Conference 2025 - Attendee Registration

Please click "add attendee(s)" to add registrants to your order.

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 2025 - Attendee Selection

Please add registrants by clicking the names below. Additional team members can be added through your board census on the [portal home page](#). Please allow up to two days for census updates to appear.

	Full Name	Email	Position
<input checked="" type="checkbox"/>	District Staff 1	ds1@bmu.edu	IT Director
<input type="checkbox"/>	District Staff 2	ds2@bmu.edu	Director of Facilities
<input type="checkbox"/>	Business Administrator	ba@bmu.edu	Business Administrator
<input type="checkbox"/>	Board Member 1	bm1@bmu.edu	Board Member
<input type="checkbox"/>	Board Member 2	bm2@bmu.edu	Board Member
<input type="checkbox"/>	Board Member 3	bm3@bmu.edu	Board Member
<input type="checkbox"/>	Board Member 4	bm4@bmu.edu	Board Member

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100

7 items in 1 page

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Select Attendee(s)



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

### Workshop Conference 2025 - Attendee Registration

Please click "add attendee(s)" to add registrants to your order.

Attendee	Actions
District Staff 1	<a href="#">Remove Attendee</a>   <a href="#">Add Guest</a>
District Staff 2	<a href="#">Remove Attendee</a>   <a href="#">Add Guest</a>
Business Administrator	<a href="#">Remove Attendee</a>   <a href="#">Add Guest</a>
Board Member 1	<a href="#">Remove Attendee</a>   <a href="#">Add Guest</a>
Board Member 2	<a href="#">Remove Attendee</a>   <a href="#">Add Guest</a>
Board Member 3	<a href="#">Remove Attendee</a>   <a href="#">Add Guest</a>
Board Member 4	<a href="#">Remove Attendee</a>   <a href="#">Add Guest</a>

Total Registrations: 7

Group Size Limit: 25

Cancel
Add Attendee(s)
Submit Registration & Pay


5. Review the summary page and click “complete registration and pay.”

### Workshop Conference 2025 - Registration Summary

Attendee	Registration
District Staff 1	Workshop Conference 2025
District Staff 2	Workshop Conference 2025
Business Administrator	Workshop Conference 2025
Board Member 1	Workshop Conference 2025
Board Member 2	Workshop Conference 2025
Board Member 3	Workshop Conference 2025
Board Member 4	Workshop Conference 2025

Product	List Price	Your Price	Tax	Qty	Total
2025 Early Bird Group 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**

Complete Registration & Pay 



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

Workshop Conference 2025 - Payment Submission

Purchase Order Number

Signed Copy Required

Purchase Order Documentation

7. Click "submit payment."

Workshop Conference 2025 - Registration Summary

If everything looks correct, please click "submit registration and pay."

Attendee	Registration
District Staff 1	Workshop Conference 2025
District Staff 2	Workshop Conference 2025
Business Administrator	Workshop Conference 2025
Board Member 1	Workshop Conference 2025
Board Member 2	Workshop Conference 2025
Board Member 3	Workshop Conference 2025
Board Member 4	Workshop Conference 2025

Product	List Price	Your Price	Tax	Qty	Total
2025 Early Bird Group 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**



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

## Registration Confirmation

Please click "print" to save a PDF copy of your order for your records.

### Workshop Conference 2025: 10/20/25 08:00 AM - 10/23/25 11:00 AM

Attendee	Registration
Business Administrator	Workshop Conference 2025
Board Member 4	Workshop Conference 2025
Board Member 1	Workshop Conference 2025
District Staff 1	Workshop Conference 2025
Board Member 3	Workshop Conference 2025
District Staff 2	Workshop Conference 2025
Board Member 2	Workshop Conference 2025

### Order Details

Product	List Price	Your Price	Tax	Qty	Total
2025 Early Bird Group 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
NJSBA_Test	No

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Print

Return



## 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.”

Workshop Conference 2025

**20 OCT** Workshop Conference 2025  
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 Atlantic City Convention Center

You're Registered!

Registration Details  
 You are currently Registered. You have registered 0 other(s) for the selected District.

**Edit**

**BAa - All Individual and Group Registrations require an attached Purchase Order at the time of registration.**

**Registration without an attached PO will result in an incomplete order which will be cancelled. Incomplete orders will not receive a confirmation email.**

### 2. Click “add attendee(s).”

Workshop Conference 2025 - Attendee Registration

Please click “add attendee(s)” to add registrants to your order.

#### Current Registrations

Attendee	Actions
Business Administrator	<a href="#">Remove Attendee</a>   <a href="#">Add Guest</a>
Board Member 4	<a href="#">Remove Attendee</a>   <a href="#">Add Guest</a>
Board Member 1	<a href="#">Remove Attendee</a>   <a href="#">Add Guest</a>
District Staff 1	<a href="#">Remove Attendee</a>   <a href="#">Add Guest</a>
Board Member 3	<a href="#">Remove Attendee</a>   <a href="#">Add Guest</a>
District Staff 2	<a href="#">Remove Attendee</a>   <a href="#">Add Guest</a>
Board Member 2	<a href="#">Remove Attendee</a>   <a href="#">Add Guest</a>

#### New Registrations

Please select “Add Attendees” to continue.

Total Registrations: 7  
 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 2025 - Attendee Selection

Please add registrants by clicking the names below. Additional team members can be added through your board census on the [portal home page](#). Please allow up to two days for census updates to appear.

	Full Name	Email	Position
	District Staff 1	ds1@bmu.edu	IT Director
	District Staff 2	ds2@bmu.edu	Director of Facilities
	Business Administrator	ba@bmu.edu	Business Administrator
	Board Member 1	bm1@bmu.edu	Board Member
	Board Member 2	bm2@bmu.edu	Board Member
	Board Member 3	bm3@bmu.edu	Board Member
<input type="checkbox"/>	Board Member 4	bm4@bmu.edu	Board Member

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[Back](#) [Select Attendee\(s\)](#)

4. Click “submit registration.”

### Workshop Conference 2025 - Attendee Registration

Please click "add attendee(s)" to add registrants to your order.

#### Current Registrations

Attendee	Actions
Business Administrator	<a href="#">Remove Attendee</a>   <a href="#">Add Guest</a>
Board Member 1	<a href="#">Remove Attendee</a>   <a href="#">Add Guest</a>
District Staff 1	<a href="#">Remove Attendee</a>   <a href="#">Add Guest</a>
Board Member 3	<a href="#">Remove Attendee</a>   <a href="#">Add Guest</a>
District Staff 2	<a href="#">Remove Attendee</a>   <a href="#">Add Guest</a>
Board Member 2	<a href="#">Remove Attendee</a>   <a href="#">Add Guest</a>

#### New Registrations

Attendee	Actions
Board Member 4	<a href="#">Remove Attendee</a>   <a href="#">Add Guest</a>

Total Registrations: 7  
Group Size Limit: 25

[Cancel](#) [Add Attendee\(s\)](#) [Submit Registration](#)



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Business Administrator	Workshop Conference 2025
Board Member 1	Workshop Conference 2025
District Staff 1	Workshop Conference 2025
Board Member 3	Workshop Conference 2025
District Staff 2	Workshop Conference 2025
Board Member 2	Workshop Conference 2025

### Order Details

Product	List Price	Your Price	Tax	Qty	Total
2025 Early Bird Group 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
NJSBA_Test	No

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