



WORKSHOP 2024 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 2024

A screenshot of the registration page for 'Workshop Conference 2024'. The event is scheduled for Monday, October 21, 2024 (9:00 AM) to Thursday, October 24, 2024 (4:00 PM) at the Atlantic City Convention Center. It includes social media icons for Twitter, Facebook, LinkedIn, Google+, and Email. There are tabs for 'Description', 'Location', and 'Credits'. On the right, 'Registration Details' show: Member \$550.00, Non-Member \$1,000.00, Group Fee, and Group Price \$2,200.00. A green 'REGISTER' button is highlighted with a red arrow pointing to it from the right.

Select “group rate” and then “continue.”

Workshop Conference 2024

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)

2. Click “add attendees.”

Workshop Conference 2024 - 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



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

Workshop Conference 2024 - 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	Director of Curriculum
<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	mb2@bmu.edu	Board Member
<input type="checkbox"/>	Board Member 3	bm3@bmu.edu	Board Member

1 Page Size: 6 items in 1 page



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 2024 - Attendee Registration

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

Attendee	Actions
District Staff 1	<input type="button" value="Remove Attendee"/>
District Staff 2	<input type="button" value="Remove Attendee"/>
Business Administrator	<input type="button" value="Remove Attendee"/>
Board Member 1	<input type="button" value="Remove Attendee"/>
Board Member 2	<input type="button" value="Remove Attendee"/>
Board Member 3	<input type="button" value="Remove Attendee"/>

Total Registrations: 6

Group Size Limit: 25





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

Workshop Conference 2024 - Registration Summary

Attendee	Registration
District Staff 1	Workshop Conference 2024
District Staff 2	Workshop Conference 2024
Business Administrator	Workshop Conference 2024
Board Member 1	Workshop Conference 2024
Board Member 2	Workshop Conference 2024
Board Member 3	Workshop Conference 2024

Product	List Price	Your Price	Tax	Qty	Total
2024 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

BACK CANCEL COMPLETE REGISTRATION & PAY

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

Workshop Conference 2024 - Payment Submission

Purchase Order Number

Signed Copy Required

Purchase Order Documentation

BACK CANCEL CONTINUE

7. Click “submit payment.”



Workshop Conference 2024 - Registration Summary

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

Attendee	Registration
District Staff 1	Workshop Conference 2024
District Staff 2	Workshop Conference 2024
Business Administrator	Workshop Conference 2024
Board Member 1	Workshop Conference 2024
Board Member 2	Workshop Conference 2024
Board Member 3	Workshop Conference 2024

Product	List Price	Your Price	Tax	Qty	Total
2024 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

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


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

Registration Receipt

Workshop Conference 2024: 10/21/24 09:00 AM - 10/24/24 04:00 PM

Attendee	Registration
Board Member 4	Workshop Conference 2024

Purchase Order Summary

Purchase Order Number	Signed Copy Required
PO123	No

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[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 2024

A screenshot of a registration page for 'Workshop Conference 2024'. The page shows the event dates (Monday, October 21, 2024 (9:00 AM) to Thursday, October 24, 2024 (4:00 PM)) and location (Atlantic City Convention Center). It includes social media sharing options (Twitter, Facebook, LinkedIn, Google+, Email) and tabs for Description, Location, and Credits. On the right, a 'Registration Details' box states 'You are currently Registered. You have registered 5 other(s) for the selected District.' Below this box is a green 'EDIT' button with a red arrow pointing to it.

2. Click “add attendee(s).”

Workshop Conference 2024 - Attendee Registration

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

Current Registrations

Attendee	Actions
Board Member 1	Remove Attendee
District Staff 2	Remove Attendee
District Staff 1	Remove Attendee
Board Member 3	Remove Attendee
Board Member 2	Remove Attendee
Business Administrator	Remove Attendee

New Registrations

Please select "Add Attendees" to continue.

Total Registrations: 6

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 2024 - 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	Director of Curriculum
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	mb2@bmu.edu	Board Member
Board Member 3	bm3@bmu.edu	Board Member
<input type="checkbox"/> Board Member 4	bm4@bmu.edu	Board Member

1 Page Size: 100

7 items in 1 page

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

4. Click "submit registration."

Workshop Conference 2024 - Attendee Registration

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

Current Registrations

Attendee	Actions
Board Member 1	Remove Attendee
District Staff 2	Remove Attendee
District Staff 1	Remove Attendee
Board Member 3	Remove Attendee
Board Member 2	Remove Attendee
Business Administrator	Remove Attendee

New Registrations

Attendee	Actions
Board Member 4	Remove Attendee

Total Registrations: 7

Group Size Limit: 25

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



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

Registration Receipt

Workshop Conference 2024: 10/21/24 09:00 AM - 10/24/24 04:00 PM

Attendee	Registration
Board Member 1	Workshop Conference 2024
District Staff 2	Workshop Conference 2024
District Staff 1	Workshop Conference 2024
Board Member 3	Workshop Conference 2024
Board Member 2	Workshop Conference 2024
Business Administrator	Workshop Conference 2024
Board Member 4	Workshop Conference 2024

Order Details

Product	List Price	Your Price	Tax	Qty	Total
2024 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
PO123	No

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