

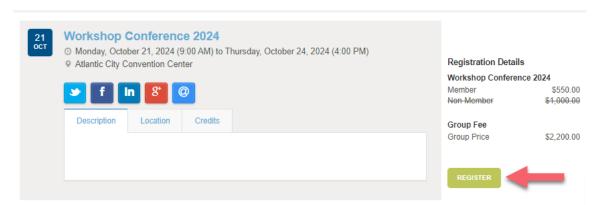
WORKSHOP 2024 GROUP REGISTRATION INSTRUCTIONS

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



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)

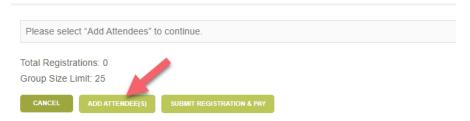
O Register for the meeting at the individual rate (\$550.00 per person)



2. Click "add attendees."

Workshop Conference 2024 - Attendee Registration

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





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 partal home page. Please allow up to two days for census updates to appear.

	Full Name	Email	Position
١	District Staff 1	ds1@bmu.edu	Director of Curriculum
١	District Staff 2	ds2@bmu.edu	Director of Facilities
1	Business Administrator	ba@bmu.edu	Business Administrator
ı	Board Member 1	bm1@bmu.edu	Board Member
	Board Member 2	mb2@bmu.edu	Board Member
	Board Member 3	bm3@bmu.edu	Board Member



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.

strict Staff 2 Remove Attended Remove Attended	Attendee	Actions
Remove Attended pard Member 1 Remove Attended pard Member 2 Remove Attended Remove Attended	District Staff 1	Remove Attendee
pard Member 1 Remove Attended pard Member 2 Remove Attended	District Staff 2	Remove Attendee
pard Member 2 Remove Attended	Business Administrator	Remove Attendee
	Board Member 1	Remove Attendee
pard Member 3 Remove Attended	Board Member 2	Remove Attendee
	Board Member 3	Remove Attendee
	tal Registrations: 6	



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

Workshop Conference 2024 - Registration Summary

Attendee	Regi	stration				
District Staff 1	Work	Workshop Conference 2024				
District Staff 2	Work	shop Conferen	ce 2024			
Business Administrator	Work	shop Conferen	ce 2024			
Board Member 1	Work	shop Conferen	ce 2024			
Board Member 2	Work	Workshop Conference 2024				
Board Member 3	Workshop Conference 2024					
Product		List Price	Your Price	Тах	Qty	Total
2024 Early Bird Group Workshop Registration Rate		\$2,200.00	\$2,200.00	\$0.00	1	\$2,200.00
					Subto	otal: \$2,200.0
					Disco	unt: \$0.00
						Tax: \$0.00
					Shipp	ing: \$0.00
					Т	tal: \$2,200.0

BACK CANCEL COMPLETE REGISTRATION & PAY

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

Workshop Conference 2024 - Payment Submission



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



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

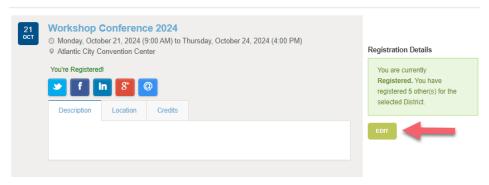
Registration Receipt





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.

From the main registration screen, click "edit."
 Workshop Conference 2024



2. Click "add attendee(s)."

Workshop Conference 2024 - Attendee Registration

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

Board Member 1 Remove Att	
	endee
District Staff 2 Remove Atte	endee
District Staff 1 Remove Atte	endee
Board Member 3 Remove Atte	endee
Board Member 2 Remove Att	endee
Business Administrator Remove Att	endee

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
Board Member 4	bm4@bmu.edu	Board Member

7 items in 1 page

1 Page Size: 100 V







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	Тах	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

PUTChase Order Number Signed Copy Required

PO123 No

DOWNLOAD ICAL/ICS

PRINT

RETURN