

Workshop 2022

Oct. 24-26

Co-sponsored by NJSBA • NJASBO • NJASA

WORKSHOP 2022 GROUP REGISTRATION INSTRUCTIONS

The registration process for Virtual 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 (9:00 AM) to Thursday, October 27, 2022 (4:00 PM)
Virtual

Test meeting for sprint 1.1

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	
Workshop 2022	
Member	\$450.00
Non-Member	\$900.00
Group Fee	
Group Price	\$2,100.00

REGISTER

Select “group rate” and then “continue.”

Workshop Conference 2022 - Account Group Page

- Register for the meeting using the group rate (Group Limit:25) (Group Price: \$2,100.00)
- Register for the meeting at the individual rate (\$450.00 per person)

CANCEL

CONTINUE

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2. Click "add attendees."

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

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SELECT ATTENDEE(S)

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

Workshop 2021 Conference - Attendee Registration

Name	Actions
Peter Campilango	Remove
Alvin Cheng	Remove
Linda Paese	Remove
Vincent Varcadipane	Remove
Patricia Capitelli	Remove
Rosemarie Carr	Remove
Gary Bierach	Remove
Brian Tangora	Remove

Total Registrations: 8

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 Registration

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

Name	Actions
Board Member 1	Remove
Board Member 2	Remove
Board Member 3	Remove
District Staff 1	Remove
District Staff 2	Remove

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...

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CANCEL

CONTINUE

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	\$2,100.00	\$2,100.00	\$0.00	1	\$2,100.00

Subtotal: \$2,100.00

Discount: \$0.00

Tax: \$0.00

Shipping: \$0.00

Total: \$2,100.00

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CANCEL

SUBMIT PAYMENT

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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	\$2,100.00	\$2,100.00	\$0.00	1	\$2,100.00

Subtotal: \$2,100.00
Discount: \$0.00
Tax: \$0.00
Shipping: \$0.00
Total: \$2,100.00

Purchase Order Summary

Purchase Order Number	Signed Copy Required
PO123	No

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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.”

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Virtual

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).”

Workshop Conference 2022 - Attendee Registration

Current Registrations

Name	Actions
Board Member 2	Remove
District Staff 1	Remove
Board Member 1	Remove
District Staff 2	Remove
Board Member 3	Remove

New Registrations

Please select "Add Attendees" to continue.

Total Registrations: 5
Group Size Limit: 25

CANCEL ADD ATTENDEE(S) SUBMIT REGISTRATION

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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

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SELECT ATTENDEE(S)

4. Click "submit registration."

Workshop Conference 2022 - Attendee Registration

Current Registrations

Name	Actions
Board Member 2	Remove
District Staff 1	Remove
Board Member 1	Remove
District Staff 2	Remove
Board Member 3	Remove

New Registrations

Name	Actions
Board Member 4	Remove

Total Registrations: 6

Group Size Limit: 25

CANCEL

ADD ATTENDEE(S)

SUBMIT REGISTRATION

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5. 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	\$2,100.00	\$2,100.00	\$0.00	1	\$2,100.00

Subtotal: \$2,100.00

Discount: \$0.00

Tax: \$0.00

Shipping: \$0.00

Total: \$2,100.00

Purchase Order Summary

Purchase Order Number	Signed Copy Required
PO123	No

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