



### WORKSHOP 2023 GROUP REGISTRATION INSTRUCTIONS

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

1. From the main registration screen, click “register.” If you are registering three or fewer members, select the individual rate. For four or more members, select the group rate.

### Workshop Conference 2023

**23 OCT** Workshop Conference 2023  
Monday, October 23, 2023 (9:00 AM) to Thursday, October 26, 2023 (4:00 PM)

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

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 2023	
Member	\$550.00
Non-Member	<del>\$550.00</del>
Group Fee	
Group Price	\$2,200.00

**REGISTER**

Select “group rate” and then “continue.”

### Workshop Conference 2023 - Account Group Page

- 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**

# NJSBA'S OCT. 23-26 TODAY'S STUDENTS... TOMORROW'S SUPERHEROES WORKSHOP 2023

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## 2. Click "add attendees."

### Workshop Conference 2023 - Attendee Registration

Please review the attendees you have selected. To add a Guest to an Attendee, select the "Add Guest" button next to the attendee with which the guest will be attending. On the next page, input Guest information and select "Add Guest".

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." If there are team members whom you would like to include that are not listed, please update your census.

### Workshop Conference 2023 - Attendee Selection

New Members can be added to your board through the census functionality on [the home page](#).

To **Select an Attendee**: select the checkbox next to the name of the Attendee(s) you wish to add to the registration, then "Select Attendee(s)".

	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
<input type="checkbox"/>	Board Member 4	mbr4@bmu.org	Board Member

1 Page Size: 100

6 items in 1 page

BACK

SELECT ATTENDEE(S)



4. On the following page, you have an opportunity to review and remove registrants. You may also add guests for board members, business administrators, and superintendents ONLY. If everything looks correct, click “submit registration and pay.”

### Workshop Conference 2023 - Attendee Registration

Please review the attendees you have selected. To add a Guest to an Attendee, select the "Add Guest" button next to the attendee with which the guest will be attending. On the next page, input Guest information and select "Add Guest".

Attendee	Actions
Board Member 1	Remove Attendee   Add Guest
Board Member 2	Remove Attendee   Add Guest
Board Member 3	Remove Attendee   Add Guest
District Staff 1	Remove Attendee
District Staff 2	Remove Attendee

Total Registrations: 5  
Group Size Limit: 25





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

### Workshop Conference 2023 - Registration Summary

Attendee	Registration
Board Member 1	Workshop 2023
Board Member 2	Workshop 2023
Board Member 3	Workshop 2023
District Staff 1	
District Staff 2	

  

Product	List Price	Your Price	Tax	Qty	Total
2023 Standard Workshop Group 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 2023 - Payment Submission

**Purchase Order Number**

**Signed Copy Required**

**Purchase Order Documentation**  
[+ ADD FILES...](#)

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## 7. Click "submit payment."

### Workshop Conference 2023

Attendee	Registration				
Board Member 1	Workshop 2023				
Board Member 2	Workshop 2023				
Board Member 3	Workshop 2023				
District Staff 1					
District Staff 2					
Product	List Price	Your Price	Tax	Qty	Total
2023 Standard Workshop Group Rate	\$2,200.00	\$2,200.00	\$0.00	1	\$2,200.00
					<b>Subtotal: \$2,200.00</b>
					<b>Discount: \$0.00</b>
					<b>Tax: \$0.00</b>
					<b>Shipping: \$0.00</b>
					<b>Total: \$2,200.00</b>

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[SUBMIT PAYMENT](#)

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

### Registration Confirmation

Workshop Conference 2023: 10/23/23 09:00 AM - 10/26/23 04:00 PM

Attendee	Registration				
Board Member 3	Workshop 2023				
District Staff 1					
Board Member 2	Workshop 2023				
District Staff 2					
Board Member 1	Workshop 2023				
Product	List Price	Your Price	Tax	Qty	Total
2023 Standard Workshop Group Rate	\$2,200.00	\$2,200.00	\$0.00	1	\$2,200.00
					<b>Subtotal: \$2,200.00</b>
					<b>Discount: \$0.00</b>
					<b>Tax: \$0.00</b>
					<b>Shipping: \$0.00</b>
					<b>Total: \$2,200.00</b>

### Purchase Order Summary

Purchase Order Number	Signed Copy Required
BMU2023	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, librarians, 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.”

### Workshop Conference 2023

A screenshot of the registration page for 'Workshop Conference 2023'. The event dates are Monday, October 23, 2023 (9:00 AM) to Thursday, October 26, 2023 (4:00 PM). There are social media icons for Twitter, Facebook, LinkedIn, Google+, and Email. A description box contains the text: 'Registration for fee-based programs and Mandated Training must be handled by the school business administrator.' and 'Partial credit will not be offered. You must attend the full program to receive credit.' A red arrow points from this text to a green 'EDIT REGISTRATION' button. To the right, a yellow box says 'Registration Details: You are currently Not Registered. You have registered 5 other(s) for the selected District.'

2. Click “add attendee(s).”

### Workshop Conference 2023 - Attendee Registration

Please review the attendees you have selected. To add a Guest to an Attendee, select the "Add Guest" button next to the attendee with which the guest will be attending. On the next page, input Guest information and select "Add Guest".

#### Current Registrations

Attendee	Actions
Board Member 3	Remove Attendee   Add Guest
District Staff 1	Remove Attendee
Board Member 2	Remove Attendee   Add Guest
District Staff 2	Remove Attendee
Board Member 1	Remove Attendee   Add Guest

#### New Registrations

Please select "Add Attendees" to continue.

Total Registrations: 5

Group Size Limit: 25

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

A red arrow points to the 'ADD ATTENDEE(S)' button.



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

## Workshop Conference 2023 - Attendee Selection

New Members can be added to your board through the census functionality on the home page.

To **Select an Attendee**: select the checkbox next to the name of the Attendee(s) you wish to add to the registration, then "Select Attendee(s)".

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:  9 items in 1 page

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

4.

You may remove attendees, and add and/or edit guests for board members, business administrators, and superintendents.

## Workshop Conference 2023 - Attendee Registration

Please review the attendees you have selected. To add a Guest to an Attendee, select the "Add Guest" button next to the attendee with which the guest will be attending. On the next page, input Guest information and select "Add Guest".

### Current Registrations

Attendee	Actions	Guest Name
Board Member 3	Remove Attendee   Edit Guest   Remove Guest	Guest of Board Member 1
District Staff 1	Remove Attendee	
Board Member 2	Remove Attendee   Add Guest	
District Staff 2	Remove Attendee	
Board Member 1	Remove Attendee   Add Guest	

### New Registrations

Attendee	Actions
Board Member 4	Remove Attendee   Add Guest

Total Registrations: 6

Group Size Limit: 25

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

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## 5. Click the "submit registration" button.

### Workshop Conference 2023 - Attendee Registration

Please review the attendees you have selected. To add a Guest to an Attendee, select the "Add Guest" button next to the attendee with which the guest will be attending. On the next page, input Guest information and select "Add Guest".

#### Current Registrations

Attendee	Actions	Guest Name
Board Member 3	<a href="#">Remove Attendee</a>   <a href="#">Edit Guest</a>   <a href="#">Remove Guest</a>	Guest of Board Member 1
District Staff 1	<a href="#">Remove Attendee</a>	
Board Member 2	<a href="#">Remove Attendee</a>   <a href="#">Add Guest</a>	
District Staff 2	<a href="#">Remove Attendee</a>	
Board Member 1	<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: 6  
Group Size Limit: 25

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

### Registration Confirmation

Workshop Conference 2023: 10/23/23 09:00 AM - 10/26/23 04:00 PM

Attendee	Registration
Board Member 3	Workshop 2023
District Staff 1	
Board Member 2	Workshop 2023
District Staff 2	
Board Member 1	Workshop 2023
Board Member 4	Workshop 2023

#### Order Details

Product	List Price	Your Price	Tax	Qty	Total
2023 Standard Workshop Group Rate	\$2,200.00	\$2,200.00	\$0.00	1	\$2,200.00
					<b>Subtotal: \$2,200.00</b>
					<b>Discount: \$0.00</b>
					<b>Tax: \$0.00</b>
					<b>Shipping: \$0.00</b>
					<b>Total: \$2,200.00</b>

#### Purchase Order Summary

Purchase Order Number	Signed Copy Required
BMU2023	No

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