



## WORKSHOP 2026 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 2026

**19 OCT** **Workshop Conference 2026**  
Monday, October 19, 2026 (8:00 AM) to Thursday, October 22, 2026 (11:00 AM)  
Atlantic City Convention Center

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

Description	Location	Credits
<p><b>BA's - All Individual and Group Registrations require an attached Purchase Order at the time of registration.</b></p> <p><b>Registration without an attached PO will result in an incomplete order which will be cancelled. Incomplete orders will not receive a confirmation email.</b></p>		

**Registration Details**  
**Workshop Conference 2026 for BA**  
Member \$550.00  
Non-Member \$580.00

**Group Fee**  
Group Price \$2,300.00

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

Select “group rate” and then “continue.”

### Workshop Conference 2026

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: \$2,300.00)

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

[Cancel](#) [Continue](#)

2. Click "add attendees."

## Workshop Conference 2026 - 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 2026 - 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 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
<input type="checkbox"/>	District Staff 3	ds3@bmu.edu	IT Director

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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 2026 - Attendee Registration

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

Attendee	Actions
District Staff 1	<a href="#">Remove Attendee</a>
District Staff 2	<a href="#">Remove Attendee</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>

Total Registrations: 6  
Group Size Limit: 25

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



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


### Workshop Conference 2026 - Registration Summary

Attendee	Registration
District Staff 1	Workshop Conference 2026 no guests
District Staff 2	Workshop Conference 2026 no guests
Business Administrator	Workshop Conference 2026 guest allowed
Board Member 1	Workshop Conference 2026 guest allowed
Board Member 2	Workshop Conference 2026 guest allowed
Board Member 3	Workshop Conference 2026 guest allowed

Product	List Price	Your Price	Tax	Qty	Total
2026 Early Bird Group Workshop Registration Rate	\$2,300.00	\$2,300.00	\$0.00	1	\$2,300.00

Subtotal: \$2,300.00  
 Discount: \$0.00  
 Tax: \$0.00  
 Shipping: \$0.00  
**Total: \$2,300.00**

[Complete Registration & Pay](#)



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

Workshop Conference 2026 - Payment Submission

Purchase Order Number

Signed Copy Required

Purchase Order Documentation

7. Click “submit payment.”

Workshop Conference 2026 - Registration Summary

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

Attendee	Registration
District Staff 1	Workshop Conference 2026 no guests
District Staff 2	Workshop Conference 2026 no guests
Business Administrator	Workshop Conference 2026 guest allowed
Board Member 1	Workshop Conference 2026 guest allowed
Board Member 2	Workshop Conference 2026 guest allowed
Board Member 3	Workshop Conference 2026 guest allowed

Product	List Price	Your Price	Tax	Qty	Total
2026 Early Bird Group Workshop Registration Rate	\$2,300.00	\$2,300.00	\$0.00	1	\$2,300.00

Subtotal: \$2,300.00

Discount: \$0.00

Tax: \$0.00

Shipping: \$0.00

**Total: \$2,300.00**

8. 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 2026: 10/19/26 08:00 AM - 10/22/26 11:00 AM

Attendee	Registration
Board Member 1	Workshop Conference 2026 guest allowed
Board Member 3	Workshop Conference 2026 guest allowed
District Staff 2	Workshop Conference 2026 no guests
Business Administrator	Workshop Conference 2026 guest allowed
Board Member 2	Workshop Conference 2026 guest allowed
District Staff 1	Workshop Conference 2026 no guests

### Order Details

Product	List Price	Your Price	Tax	Qty	Total
2026 Early Bird Group Workshop Registration Rate	\$2,300.00	\$2,300.00	\$0.00	1	\$2,300.00

Subtotal: \$2,300.00

Discount: \$0.00

Tax: \$0.00

Shipping: \$0.00

**Total: \$2,300.00**

### Purchase Order Summary

Purchase Order Number	Signed Copy Required
123	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 2026

**19 OCT** Workshop Conference 2026  
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Atlantic City Convention Center

You're Registered!

[Twitter](#) [Facebook](#) [LinkedIn](#) [Share](#)

[Description](#) [Location](#) [Credits](#)

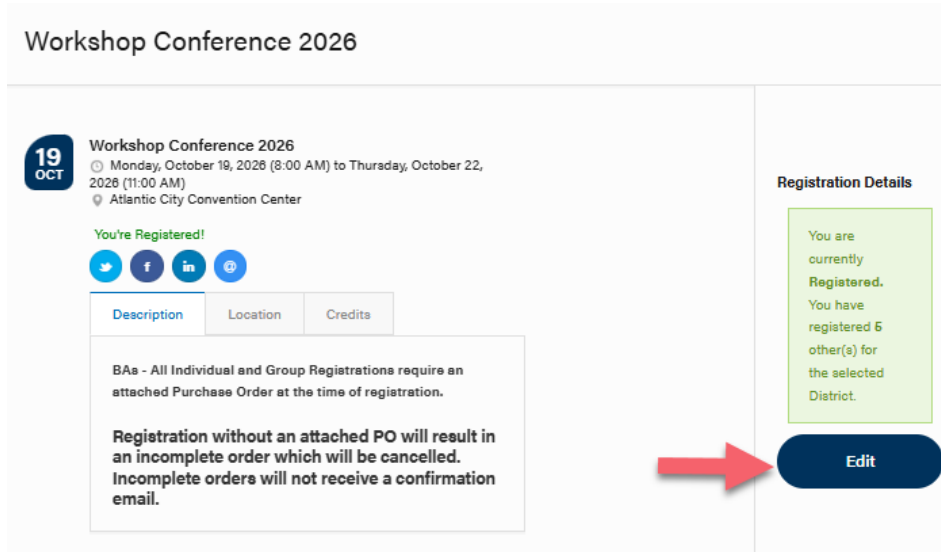
**BAs - All Individual and Group Registrations require an attached Purchase Order at the time of registration.**

**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**

You are currently Registered. You have registered 6 other(s) for the selected District.

[Edit](#)



### 2. Click “add attendee(s).”

Workshop Conference 2026 - Attendee Registration

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

Current Registrations

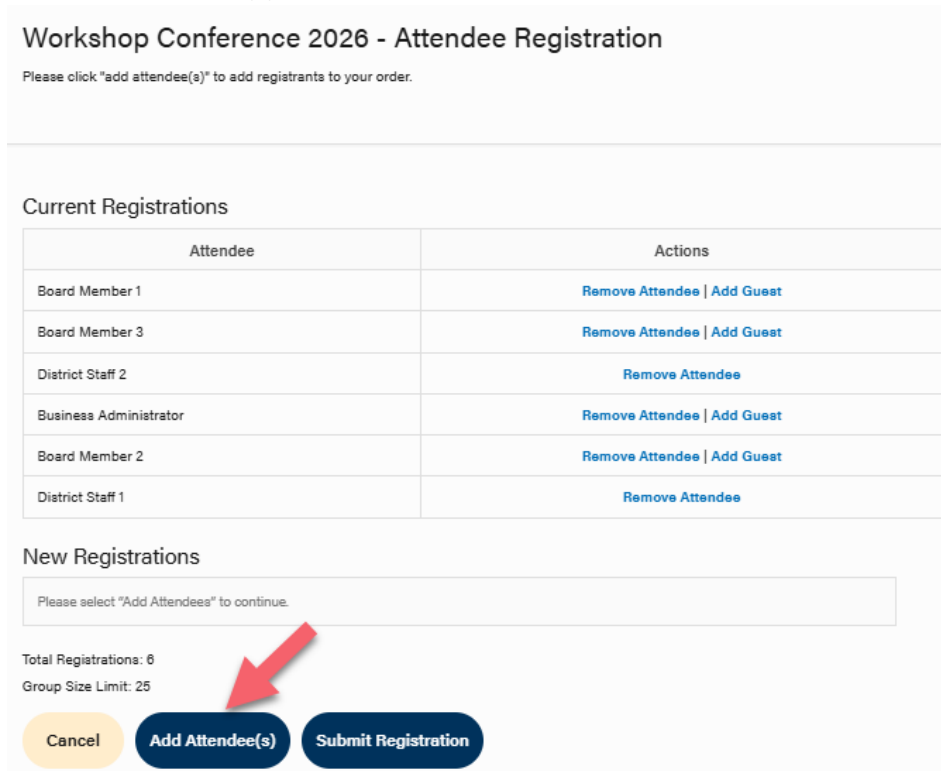
Attendee	Actions
Board Member 1	<a href="#">Remove Attendee</a>   <a href="#">Add Guest</a>
Board Member 3	<a href="#">Remove Attendee</a>   <a href="#">Add Guest</a>
District Staff 2	<a href="#">Remove Attendee</a>
Business Administrator	<a href="#">Remove Attendee</a>   <a href="#">Add Guest</a>
Board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

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 2026 - 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
<input type="checkbox"/>	District Staff 3	ds3@bmu.edu	IT Director

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

4. Click “submit registration.”

### Workshop Conference 2026 - Attendee Registration

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

#### Current Registrations

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

5. 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 2026: 10/19/26 08:00 AM - 10/22/26 11:00 AM

Attendee	Registration
Board Member 1	Workshop Conference 2026 guest allowed
Board Member 3	Workshop Conference 2026 guest allowed
District Staff 2	Workshop Conference 2026 no guests
Business Administrator	Workshop Conference 2026 guest allowed
Board Member 2	Workshop Conference 2026 guest allowed
District Staff 1	Workshop Conference 2026 no guests
Board Member 4	Workshop Conference 2026 guest allowed

### Order Details

Product	List Price	Your Price	Tax	Qty	Total
2026 Early Bird Group Workshop Registration Rate	\$2,300.00	\$2,300.00	\$0.00	1	\$2,300.00

Subtotal: \$2,300.00

Discount: \$0.00

Tax: \$0.00

Shipping: \$0.00

**Total: \$2,300.00**

### Purchase Order Summary

Purchase Order Number	Signed Copy Required
123	No

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[Return](#)