



## NDSBA ANNUAL CONVENTION

### Step-by-Step Guide to Online Registration

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**Reminder: dues must be paid before you register.**

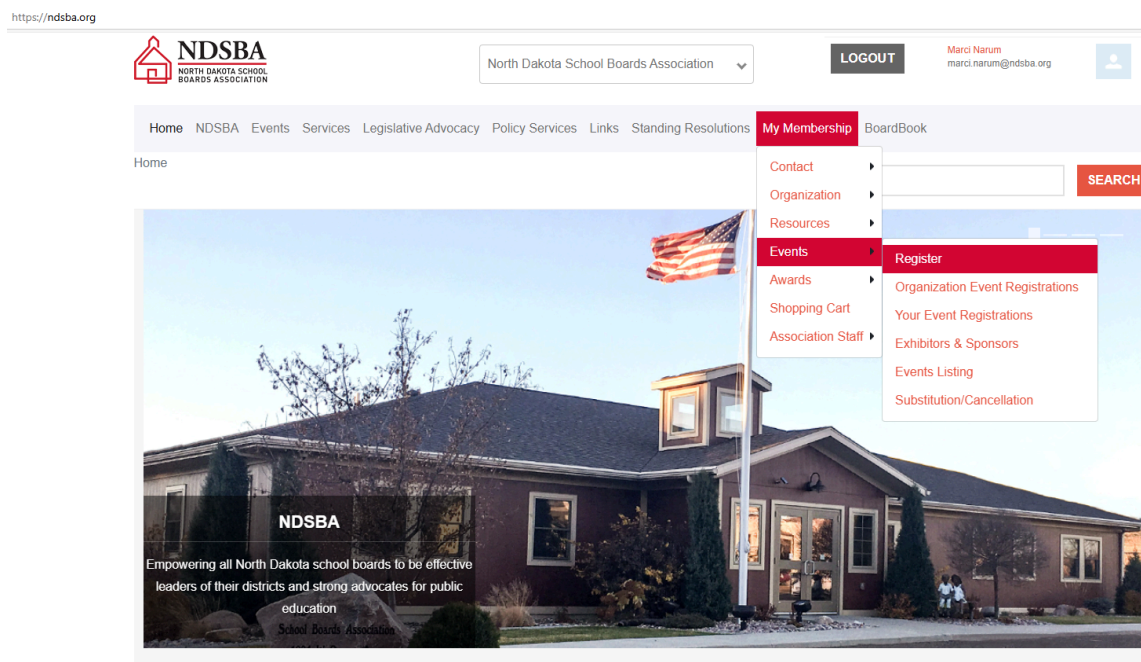
You will need the following information to complete the registration process:

- Names of individuals from your district, multidistrict, or county attending the convention; and any special requests from each, such as food allergies or other accommodations.
- The session(s) each person will be attending. The selections at registration include:
  - Annual Convention (Oct. 9-10)
  - School Law Seminar and Convention (Oct. 9-10)
  - New Member Learning to Lead Workshop and Convention (Oct. 9-10)
  - School Law Seminar ONLY (Oct. 9)
  - New Member Learning to Lead Workshop ONLY (Oct. 9)
  - Delegate (Oct. 9-10)
  - Alternate (Oct. 9-10)
- Names of board members who will serve as delegates or alternates. Refer to the 2025 Delegates per District document for the number of delegates your district is allowed. Only board members can serve as delegates, and they must register for the convention.

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1. Using your credentials, login to your membership portal at <https://ndsba.org/>. You may also go to <https://ndsba.org/my-membership/events/register> and skip to step 3.

2. In the menu bar at the top, hover over “My Membership” and drop down to “Events.” Click on “Register” to the right. You will be redirected to the Event Registration page.



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3. On the Event Registration page, you will see sections for “Contacts,” “Session,” “Event,” and “Special Requests.”

4. Under “Contacts,” click on the name of the first individual you want to register.

**IMPORTANT: If a contact you are registering does not appear on the “Contacts” drop-down menu, click on the red “Create Contact” on the Event Registration page. You may also refer to the step-by-step guide, “How to Update Your District Information” on the [ndsba.org Resources page](https://ndsba.org/my-membership/resources), <https://ndsba.org/my-membership/resources>.**

5. In the “Event” section, click the drop-down arrow and select 2025 NDSBA Annual Convention. Wait a moment as the “Session” section is loaded.

## Contacts

Select the contact that you want to register for events.

CONTACTS:

Select an event to see the available sessions.

EVENT:

Enter any Special Requests(if applicable) such as food allergies or other accommodations.

SPECIAL REQUESTS:

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6. Under “Session,” make your selection(s).

**Note: under North Dakota law, all new board members must attend the New Member Learning to Lead Workshop on Thursday, October 9.**

## Session

Select the sessions that you would like to register the selected contact to attend.

SESSION:

### Convention Packages (Oct. 9-10)

- ☐ 2025 NDSBA ANNUAL CONVENTION - SESSION ~\$225
- ☐ SCHOOL LAW SEMINAR AND CONVENTION ~\$300
- ☐ NEW MEMBER LEARNING TO LEAD WORKSHOP AND CONVENTION ~\$300

### Seminar or Workshop Only (Oct. 9)

- ☐ SCHOOL LAW SEMINAR ~\$195
- ☐ NEW MEMBER LEARNING TO LEAD WORKSHOP ~\$195

### Delegate/Alternate (Oct. 9-10 - Must register for Convention)

- ☐ DELEGATE ~\$0
- ☐ ALTERNATE ~\$0

7. If the attendee is a board member and will be serving as a delegate or alternate for the Delegate Assembly, check the appropriate box here. **Reminder: only board members may serve as delegates and alternates, and they must register for the convention.**

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8. Under “Special Requests” add any relevant information, such as food allergies or other accommodations.

9. Click the blue “Add Registration to Order” button. When it has processed, you will see the attendee’s name appear in the “Registrations on this Order” table.

10. Repeat steps 4 through 9 for each individual you are registering.

11. Review all the entries in the “Registrations on this Order” table. When you are ready to pay, select your payment method and press the green “Continue” button.

[+ ADD REGISTRATION TO ORDER](#)

[- CANCEL ORDER](#)

The order and the registration(s) are not complete until you press the "continue" button

#### Registrations on this Order

Name	Event	Session	Cost	
Marci Narum - New Member Learning to Lead Workshop AND Convention	2025 NDSBA Annual Convention	New Member Learning to Lead Workshop AND Convention	\$300.00	
		<b>Total:</b>	<b>\$300.00</b>	

[PRINT REGISTRATIONS](#)

Select your payment type and click continue.

☒ BILL ME LATER

☐ CREDIT CARD

[CONTINUE](#)

12. If you select “Bill me Later,” you will be taken to the confirmation page. You will receive a confirmation email.

13. If you select “Credit Card,” you will be taken to the shopping cart to add your credit card information and process the payment. You will receive a confirmation email.