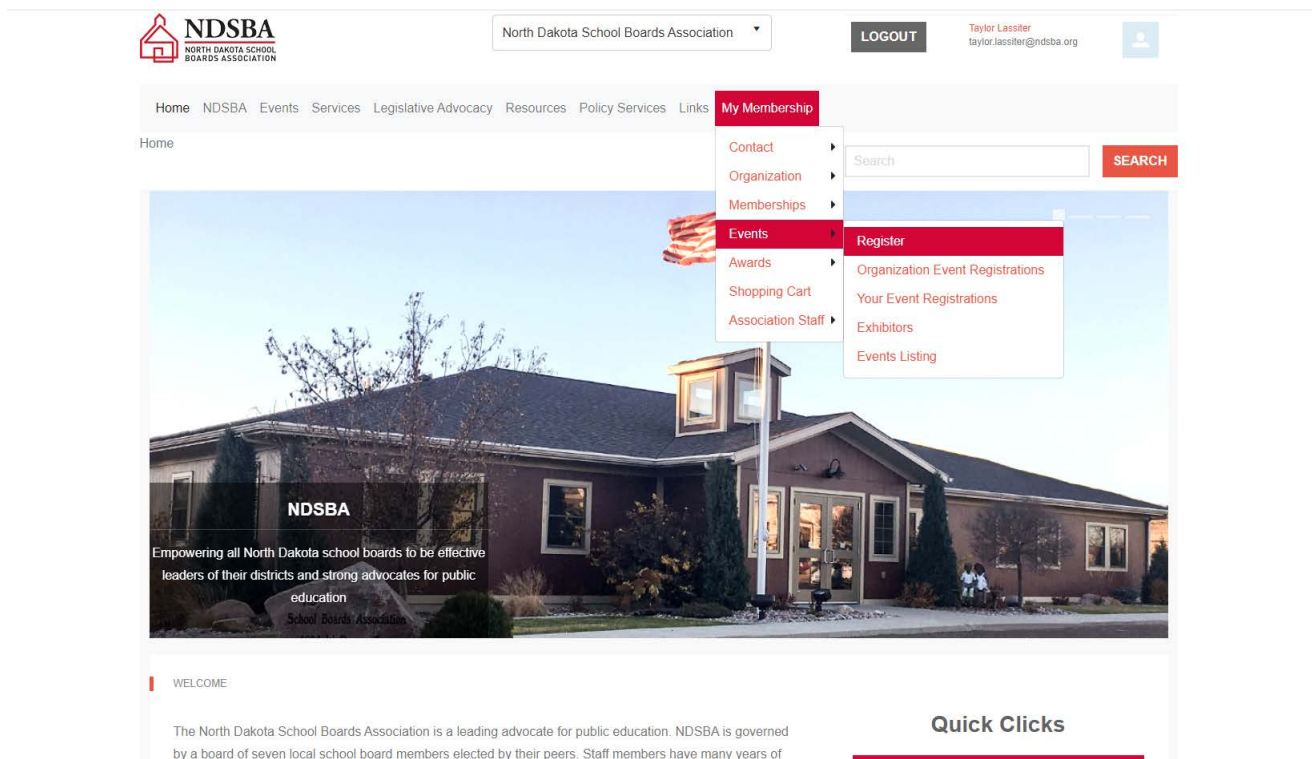




NDSBA Annual Convention Step-By-Step Guide to Online Registration

1. Gather the information you'll need to register your district. This will include:
 - Which individuals from your district, multi-district, or county will be attending.
 - Which event(s) each person will be attending: Convention only, School Law Seminar Only, New Member Learning to Lead Workshop, School Law Seminar AND Convention, or New Member Learning to Lead Workshop AND Convention.
 - The number of delegates your district is entitled to and who your board has appointed to fill these roles as well as your alternates. Use the 2024 Delegates attachment to help you when registering.
2. Visit ndsba.org. Login to the portal using the credentials that were emailed to you or the ones you may have already updated.
3. Once logged in, hover over "My Membership" and drop down to "Events" and then over to "Register."



4. Click on "Register." It will take you to the event registration page. There is a section for contacts and a section for the sessions. The event should automatically set on 2024 NDSBA Annual Convention. If it is not, click on the drop-down.

Under contacts, you should see all the updated contacts for your district pop up. Click on the first one you wish to register, and the event you want to register them for. The session(s) for the selected event will then be displayed to the right of it; choose all the sessions you want to register the contact for. **NOTE: New board members must attend the New Member Learning to Lead Workshop.**

Add any special requests, such as food allergies!

Click "Add Registration". Be patient while it processes, and is added to this Order.

Repeat as necessary.

Choose the contact you want to register, and the event you want to register them for. The session(s) for the selected event will then be displayed, choose all the sessions you want to register the contact for.

Click "Add Registration". Be patient while it processes, and is added to this Order.

Repeat as necessary.

Contacts

Select the contact that you want to register for events.

CONTACTS:

Taylor Lassiter

Select an event to see the available sessions.

EVENT:

2024 NDSBA Annual Convention - 10/24/2024

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

SPECIAL REQUESTS:

Special Requests

ADD REGISTRATION TO ORDER

Session

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

SESSION:

- 2024 NDSBA ANNUAL CONVENTION - SESSION ~ 10/24/2024 ~ \$225
- NEW MEMBER LEARNING TO LEAD WORKSHOP ~ 10/24/2024 ~ 8:00 AM ~\$195
- NEW MEMBER LEARNING TO LEAD WORKSHOP AND CONVENTION ~ 10/24/2024 ~ 8:00 AM ~\$300
- SCHOOL LAW SEMINAR ~ 10/24/2024 ~ 8:00 AM ~\$195
- (REGISTERED) SCHOOL LAW SEMINAR AND CONVENTION ~ 10/24/2024 ~ 8:00 AM ~\$300

Registrations on this Order

Name	Event	Session	Cost	
		Total:	\$0.00	

PRINT REGISTRATIONS

Note: If a contact you are registering does not appear on the contacts' drop-down, follow the instructions in red at the top of the registration page.

5. Review all of your registrations in the "Registrations on this Order" box. Once you are ready to pay, you can pick your payment method and press continue.

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

SPECIAL REQUESTS:

Special Requests

+ 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	
Taylor Lassiter - New Member Learning to Lead Workshop ~ 10/24/2024 ~ 8:00 AM	2024 NDSBA Annual Convention	New Member Learning to Lead Workshop	\$195.00	
		Total:	\$195.00	

PRINT REGISTRATIONS

Select your payment type and click continue.

BILL ME LATER

CREDIT CARD

CONTINUE

5. If you go with "Bill Me Later" you will be taken to the confirmation page after pressing continue. If you go with "Credit Card" you will be taken to the shopping cart page to input your card information and process your payment.

A confirmation email will be sent to you after either option is selected and processed.

Online Registration FAQ

What if I need to add an attendee?

Complete the online registration process for just that attendee.

What if I need to cancel an attendee?

Please submit a written cancellation request by fax, mail, or email no later than NOON on Monday, October 21. Requests for refunds (less \$25 service fee per registrant and credit card processing fees if applicable) can only be honored if made by this deadline.

Can I change who is a delegate and alternate?

Yes, prior to October 11, your board must approve the delegate or alternate change. Call or email Taylor at 701-255-4127 or 800-932-8791.

My board member thought he could only attend the Law Seminar, but now he wants to attend Convention, too. What do I do?

Call Taylor at 701-255-4127 or 800-932-8791 to alter the registration. The additional cost will need to be paid by check.

My board member thought she could attend New Member Learning to Lead Workshop and Convention, but now she can only attend New Member Learning to Lead Workshop. What do I do?

Call Taylor at 701-255-4127 or 800-932-8791 to alter the registration. If made prior to October 21 a refund for the difference in fee (less \$25 service fee per registrant and credit card processing fees if applicable) will be issued by check.

Can I change the name on a registration?

Yes. Call Taylor at 701-255-4127 or 800-932-8791.

I thought I registered, but I didn't receive a confirmation email.

Call Taylor at 701-255-4127 or 800-932-8791 to ensure your registration went through and the contact information you entered is correct.