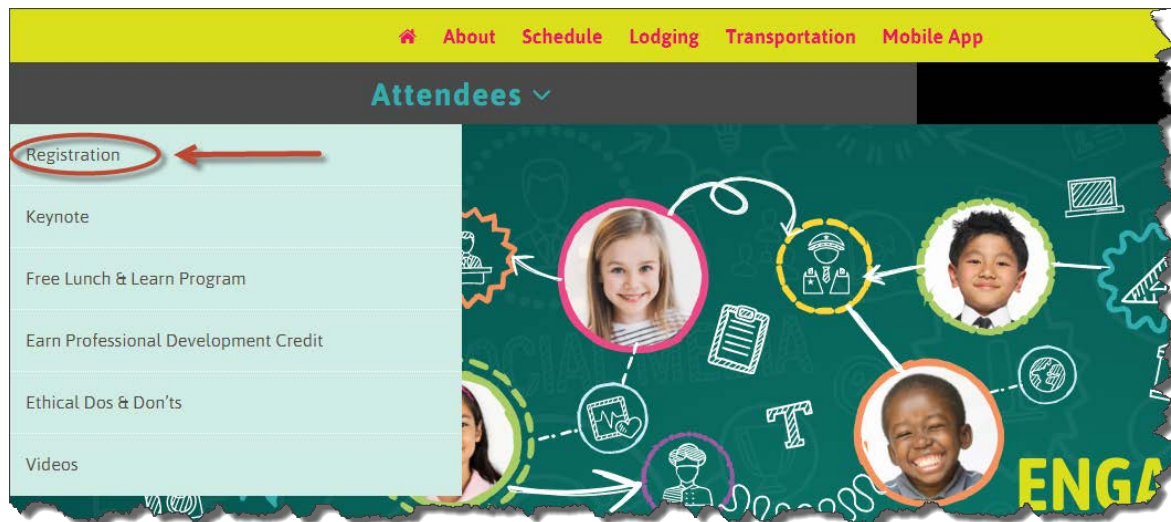


ONLINE REGISTRATION INSTRUCTIONS FOR WORKSHOP 2018

REGISTRATION

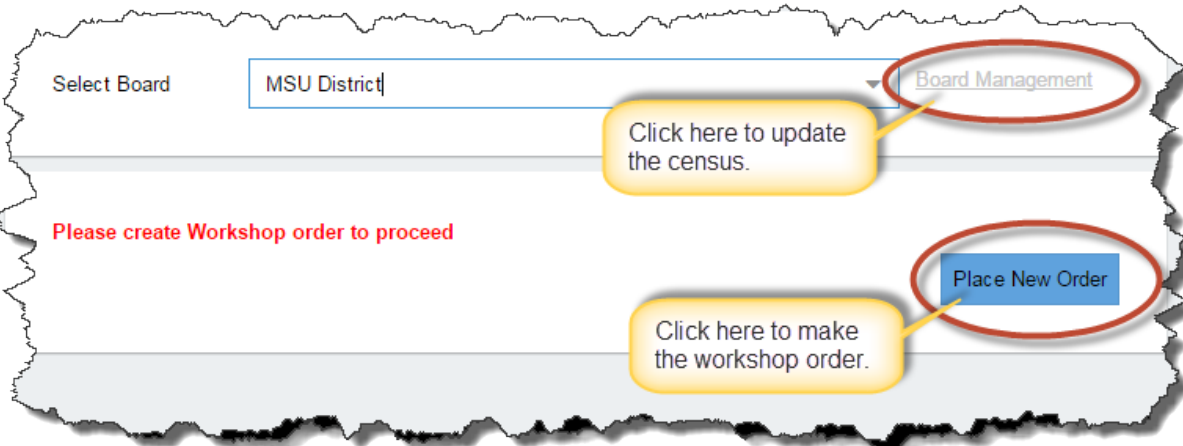
Visit the Workshop 2018 website (<http://workshop.njsba.org>), hover over “Attendees” on the top Navigation bar and select “Registration.” You may also access registration through the following link: <https://ws.njsba.org/njsba/WorkshopRegistry/index.html>



- Log in using your full email address and your password.
- If you do not remember your password, click “I would like to reset my password. Click here.”
- Enter your entire email address and click “Continue.” You will receive an email with a link to create a new password (passwords require at least 6 characters and **are** case sensitive).

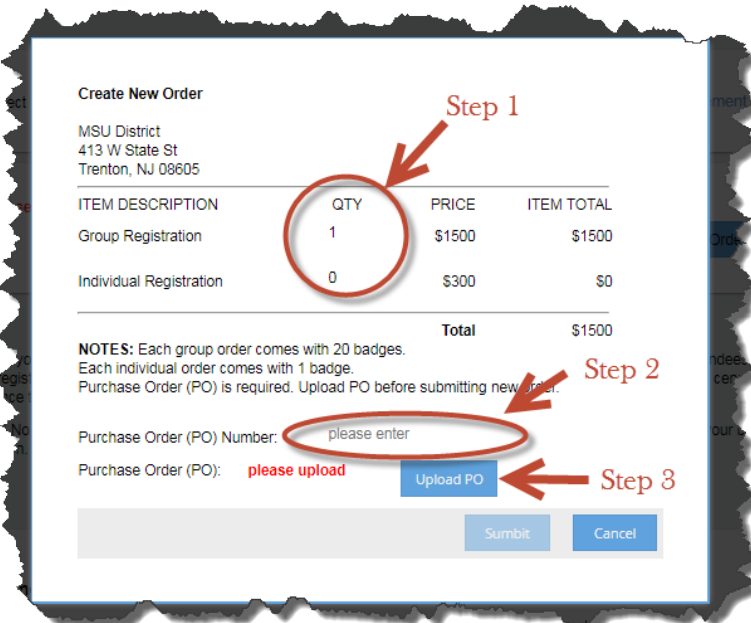
Buying Process

After logging in successfully, click the “Place New Order” button.



If you manage more than one board, please select the correct board from the drop-down list. (Note: You may update your board census by clicking on “Board Management” and then follow the steps on pages 8 - 10 of this document.)

- Step 1: enter the number of registrants in the QTY boxes.
- Step 2: Enter the PO number.
- Step 3: Click on the “Upload PO” button to upload your Purchase Order.



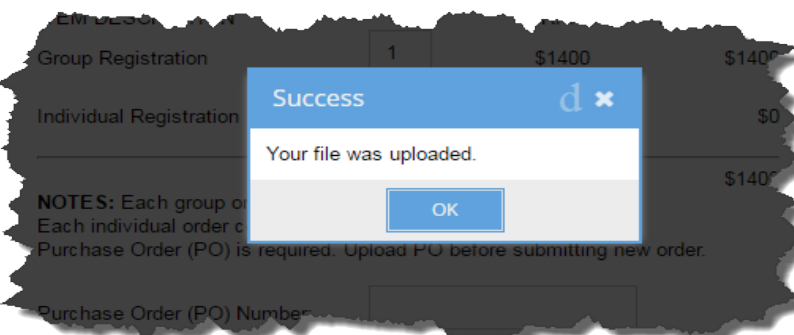
- Step 4: On the new popup window, click on the “Select File...” button. Please note the document needs to be in a PDF format.



- Step 5: Once the PDF purchase order file is selected, click on the “Upload” button.



- Click “OK” if the file is uploaded successfully.



- Step 6: Click the “Submit” button to complete your order.

The screenshot shows a checkout page with a white background and a torn-paper border. At the top right, it displays "Total \$1500". Below this, there are three lines of text: "NOTES: Each group order comes with 20 badges. Each individual order comes with 1 badge. Purchase Order (PO) is required. Upload PO before submitting new order." Below the notes, it says "Purchase Order (PO) Number: 1234" and "Purchase Order (PO): uploaded" with a blue "Upload PO" button next to it. At the bottom, there is a grey bar with "Step 6" in red text, a red arrow pointing right, and two blue buttons labeled "Submit" and "Cancel".

Once the order is placed successfully, the order number together with the available badge numbers will be shown in the “Order Status” section.

The screenshot shows the "Order Status" section with a white background and a torn-paper border. It starts with the heading "Order Status" and a sub-heading "Contact the Call Center for assistance if there is any question with orders". Below this, there are three items: "Order# 1000190291" (circled in red), "Rate Code: GROUP", and "Badges: 20" (circled in red). To the right of these items is a blue button labeled "Place Additional Order".

Maintaining Attendees/Badges List

Scroll down to review the available badge(s) in the “Attendee List” section. You may come back at any time to make changes to the list.

Attendee List

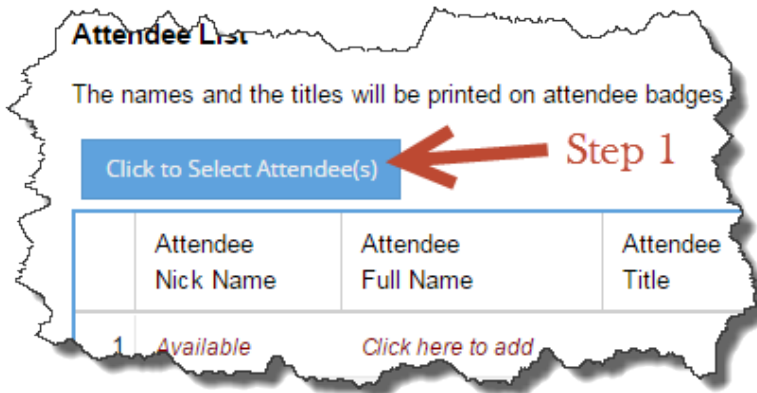
The names and the titles will be printed on attendee badges. Please review carefully. Correct any spelling error.

[Click to Select Attendee\(s\)](#)

	Attendee Nick Name	Attendee Full Name	Attendee Title	Guest First Name	Guest Last Name	
1	Available	Click here to add				
2	Available	Click here to add				
3	Available	Click here to add				
4	Available	Click here to add				
5	Available	Click here to add				
6	Available	Click here to add				
7	Available	Click here to add				
8	Available	Click here to add				
9	Available	Click here to add				
10	Available	Click here to add				
11	Available	Click here to add				
12	Available	Click here to add				
13	Available	Click here to add				
14	Available	Click here to add				

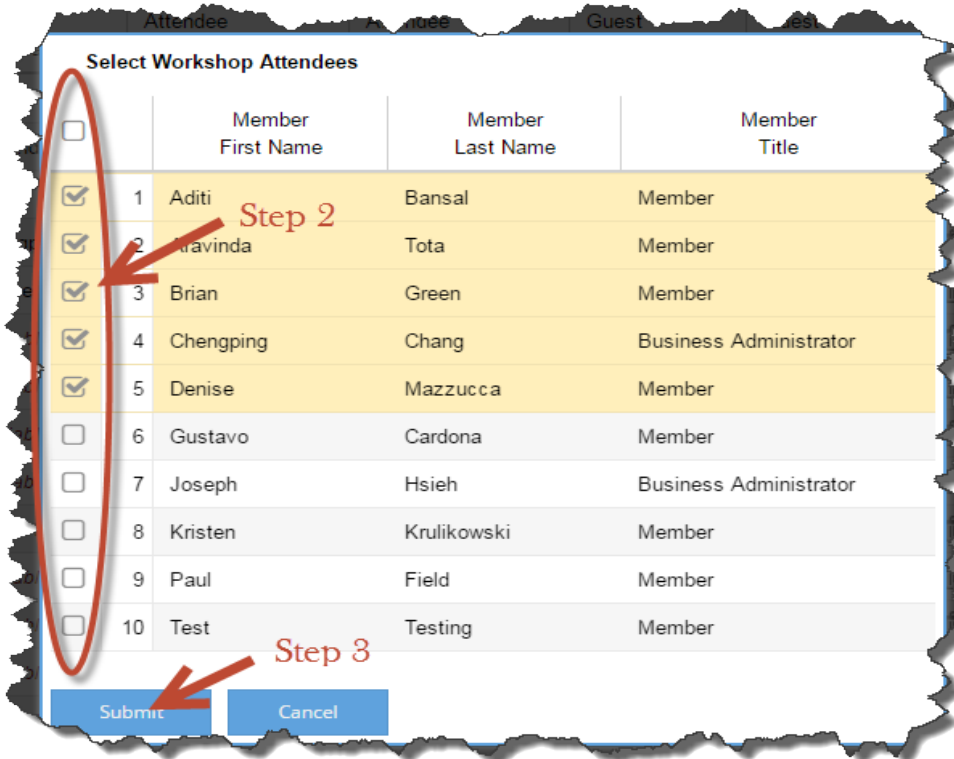
Once the Workshop order is created, the number of available badges/attendees list will be populated automatically, as shown in the screen shot above.

- Step 1: Click the “Click to Select Attendee(s)” button to add attendee(s) from the census.



Note: The attendee can only be added from your census. Please update your census by following steps on page 8-9 of this document if changes are needed.

- Step 2: In the popup census list window, click on the check boxes for the attendee(s).
- Step 3: Click the “Submit” button once it is done.



The selected individuals will be populated in the Attendee List.

Attendee List

The names and the titles will be printed on attendee badges. Please review carefully. Correct any spelling error.

Click to Select Attendee(s)

	Attendee Nick Name	Attendee Full Name	Attendee Title	Guest First Name	Guest Last Name	
1	Aditi	Aditi Bansal	Member			
2	Aravinda	Aravinda Tota	Member			
3	Brian	Brian Green	Member			
4	Chengping	Chengping Chang	Business Adminis...			
5	Denise	Denise Mazzucca	Member			
6	Available	Click here to add				
7	Available	Click here to add				

You may change the attendee's nickname and title, and add a guest for each attendee. The circled area in the screenshot above shows the areas that can be edited.

To remove an attendee from the list, click on the trash can button.

	Attendee Nick Name	Attendee Full Name	Attendee Title	Guest First Name	Guest Last Name	
1	Aditi	Aditi Bansal	Member			
2	Aravinda	Aravinda Tota	Member			
3	Brian	Brian Green	Member			
4	Chengping	Chengping Chang	Business Adminis...			

Note:

All the changes are saved instantly. There is no "Save" button on the screen.

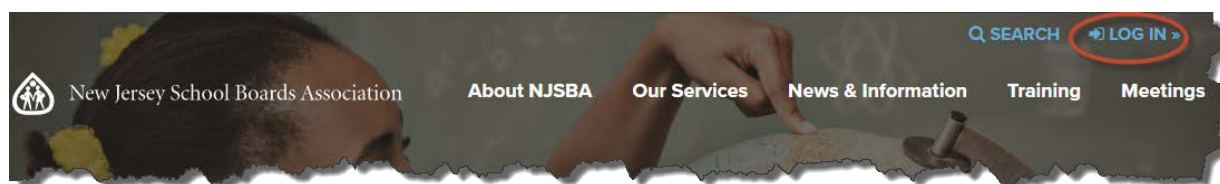
For guest names, DO NOT include title/prefix in the first name. A guest is limited to a board member's spouse or significant other. Other district staff may not be registered as guests.

If you have questions, please email register@njsba.org

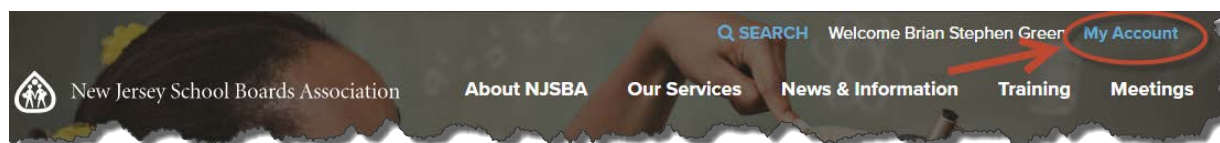


Census Instructions

Before registering for Workshop 2018, please check your district census report for accuracy. To access your census report, click on the “LOG IN” link in the upper right hand corner of the NJSBA website (<http://www.njsba.org>).



Once logged in successfully, click on the “My Account” link shown on the top of the page.



On the “My Account” page, click “Board Management.” If you manage more than one school board, all the boards you serve will be listed in the drop-down menu.

New Jersey School Boards Association

Q SEARCH Welcome Brian Green My Account Logout

About NJSBA Our Services News & Information Training Meetings

My Account

My Account

Call Center
callcenter@njsba.org (888) 886-5722, ext. 5

If you manage more than one school board, then school boards you serve are listed in the drop down.

LINKS
NJSBA Home
Upcoming Meetings
My Account

My Account Board Management MSU District

Brian Stephen Green
Brian Stephen Green
Information Systems Specialist
Photo

Click on the "Census Report" link (see below) to manage your board's roster.

My Account Board Management Avalon Bd of Ed

Board Management

Avalon Bd of Ed

Last Name: First Name: Email:
City: State/Province: Country:
Position: Status: Voting:
Represents: Current Future
Name:

Actions:

Displaying 1-9 of 9

<input type="checkbox"/>	Last/First Name	Position	Membership	Location	From/To	Contact Information	Voting Status	Status
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[Census Report](#)

Click "Census Report" to update your board information online.

The screenshot shows a web interface with a blue header. On the left, a 'LINKS' menu lists 'NJSBA Home', 'Training', 'My Account', and 'Membership'. The main content area is titled 'My Board(s) of Education' and displays 'MSU District (7 Members)'. Below this, there are three links: 'Register Board Members for a Meeting or Buy Products', 'Census Report (PDF Format)', and 'Census Report'. The 'Census Report' link is circled in red, and a yellow callout box with the text 'Click here to update census online' points to it.

Upon checking and updating your board information, continue with the [registration process](#).

Note: You may also access the Board Management page from the Workshop registration page. (<https://ws.njsba.org/njsba/WorkshopRegistry/index.html>)