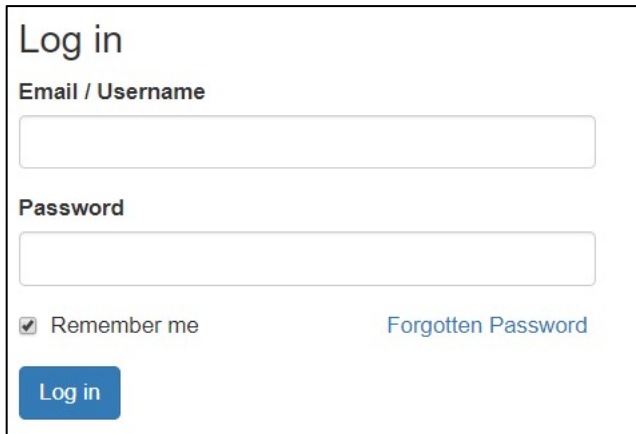


ASBSD's event registration process has been upgraded to a new system.

If you wish to be registered for an event by your district's business manager, please contact them. **OR**, if you wish to register yourself, which in the new system you will only be able to register yourself, please contact Tyler at tpickner@asbsd.org or at 605-773-8382 for login and password information.

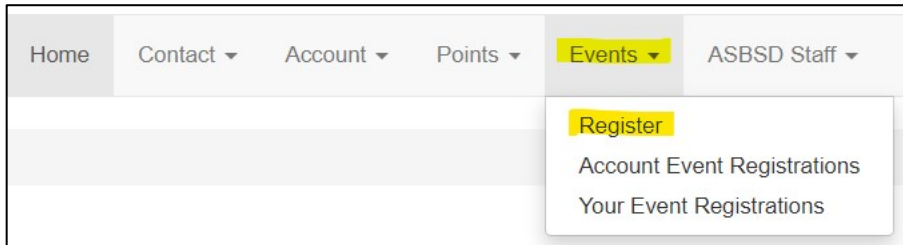
To complete registration for any upcoming event, please complete the following steps:

1. Click this link: <https://asbsd.envisiams.com/>;
2. Enter your login and password information:



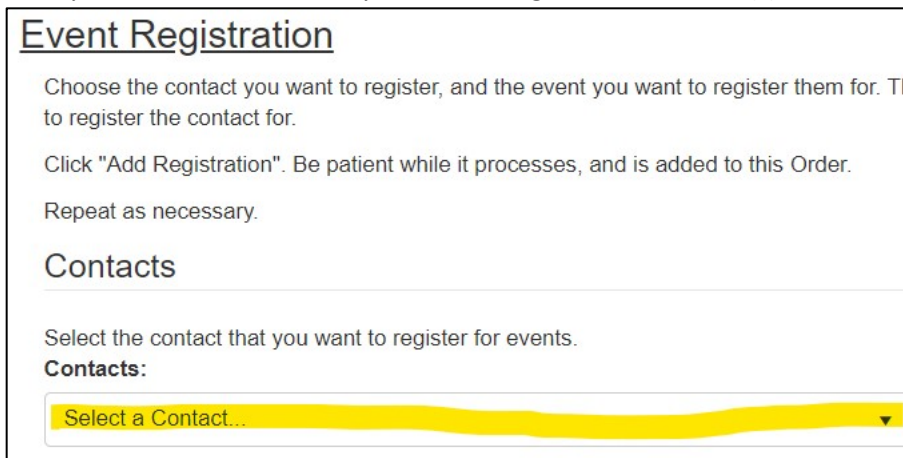
The screenshot shows a login form titled "Log in". It contains two input fields: "Email / Username" and "Password". Below the password field, there is a checked checkbox labeled "Remember me" and a link labeled "Forgotten Password". At the bottom left of the form is a blue button labeled "Log in".

3. On the menu located near the top of the webpage, click the "Events" dropdown menu and then click the "Register" link:



The screenshot shows a navigation menu with several items: "Home", "Contact", "Account", "Points", "Events", and "ASBSD Staff". The "Events" item is highlighted with a yellow background, and its dropdown menu is open, showing three options: "Register", "Account Event Registrations", and "Your Event Registrations". The "Register" option is also highlighted with a yellow background.

4. On the "Event Registration" page click the "Contacts" dropdown menu and select the individual from your school district who you wish to register for an event(s):



The screenshot shows the "Event Registration" page. It has a heading "Event Registration" and a paragraph of instructions: "Choose the contact you want to register, and the event you want to register them for. Then click 'Add Registration' to register the contact for. Click 'Add Registration'. Be patient while it processes, and is added to this Order. Repeat as necessary." Below this is a section titled "Contacts" with a sub-heading "Select the contact that you want to register for events." and a label "Contacts:". There is a dropdown menu with the text "Select a Contact..." and a yellow highlight.

Please note: You will have to complete an event registration for each person from your district individually before registering an additional person for the same or a different event.

- Click the “Event” dropdown menu and select the event for which you would like to register the individual from your district for:

Select an event to see the available sessions.

Event:

Select an Event...

- Once you have selected the event it will appear under the “Session” column and will be automatically checked and to complete your registration, click the blue “Add Registration To Cart” button:

Contacts	Session
Select the contact that you want to register for events.	Select the sessions that you would like to register the selected contact to attend.
Contacts:	Session:
Wade Pogany	<input checked="" type="checkbox"/> Region Meeting - Session ~ \$20
Select an event to see the available sessions.	
Event:	
Region Meeting - Aberdeen - 10/1/2019	
Enter any Special Requests(if applicable) such as food allergies or other accommodations.	
Special Requests:	
Special Requests	
+ Add Registration To Cart	- Cancel Order

Please note: if an event or individual has been incorrectly selected, you can click the red “Cancel Order” button to delete it.

- Once you have clicked the blue “Add Registration To Cart” button, your registration will appear under the “Registrations on this Order” header. At this time you can include additional individuals or events to your registration order by completing the same process.
- To complete your event(s) registration(s), click the green “Continue” button:

Registrations on this Order

Name	Event	Session	Cost	
Tyler Pickner - Region Meeting - Session	Region Meeting - Madison Central	Region Meeting - Session	\$20.00	Delete
Wade Pogany - Region Meeting - Session	Region Meeting - Aberdeen	Region Meeting - Session	\$20.00	Delete
			Total: \$40.00	

[Print Registrations](#)

Select your payment type and click continue.

Bill Me Later

[Continue](#)

To print registration information, please click "print registrations" before clicking continue.

Please note: if an event or individual has been incorrectly added, you can click the “Delete” button to remove it and you can also print a record of your registrations by clicking the blue “Print Registrations” button.

- Billing for events will remain the same as it has in the past with districts receiving invoices following the completion of the event.

If you have any questions about registration, please contact Tyler at tpickner@asbsd.org or at 605-773-8382.