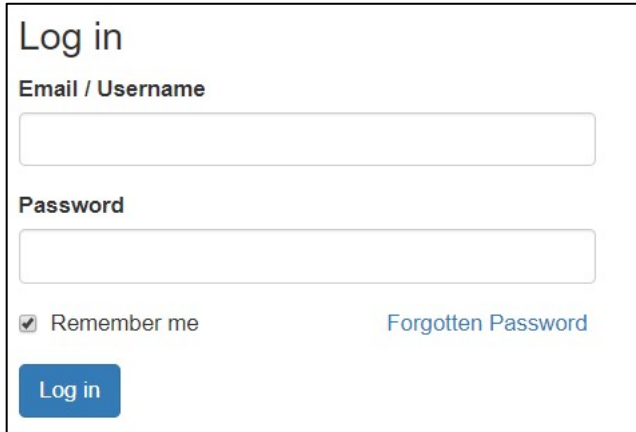


ASBSD's event registration process has been upgraded to a new system.

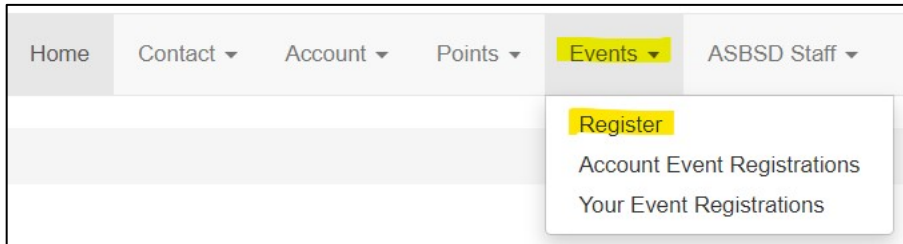
If you wish to be registered for an event by your district's business manager, please contact them. **OR**, if you wish to register yourself, which in the new system you will **only be able to register yourself**, please contact Tyler at [tpickner@asbsd.org](mailto:tpickner@asbsd.org) or at 605-773-8382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

1. Click this link: <https://asbsd.envisiams.com/>;
2. Enter your login and password information, which is your email address and last name and school district zip code – all one word with no spaces:



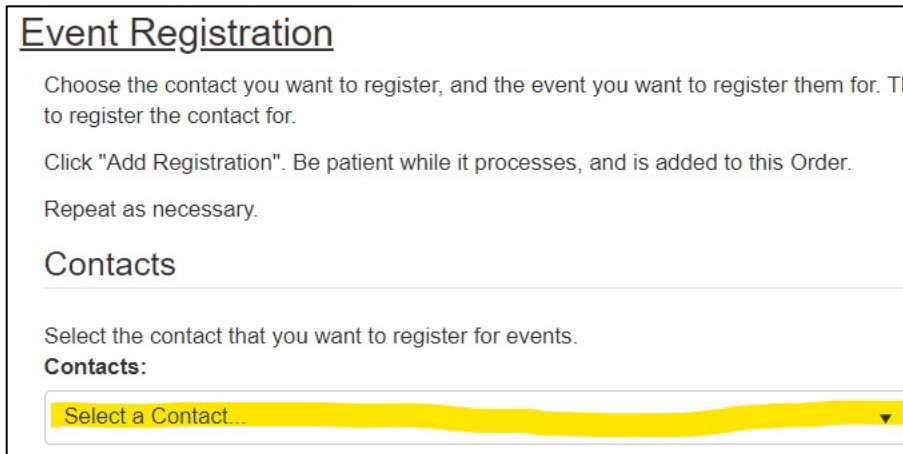
The screenshot shows a login form titled "Log in". It contains two input fields: "Email / Username" and "Password". Below the password field, there is a checked checkbox labeled "Remember me" and a link labeled "Forgotten Password". At the bottom left of the form is a blue button labeled "Log in".

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 the following items: Home, Contact, Account, Points, Events, and ASBSD Staff. The "Events" dropdown menu is open, showing three options: Register, Account Event Registrations, and Your Event Registrations. The "Register" option is highlighted in yellow.

4. On the "Event Registration" page click the "Contacts" dropdown menu and select yourself:



The screenshot shows the "Event Registration" page. It contains the following text: "Choose the contact you want to register, and the event you want to register them for. Then select the event you want to register the contact for." "Click 'Add Registration'. Be patient while it processes, and is added to this Order." "Repeat as necessary." Below this text is a section titled "Contacts" with the instruction "Select the contact that you want to register for events." Underneath is a dropdown menu labeled "Contacts:" with the text "Select a Contact..." and a yellow highlight.

- Click the “Event” dropdown menu and select the Seminar 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 you will need to select one of the three available sessions 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.
<b>Contacts:</b>	<b>Session:</b>
Tyler Pickner	<input checked="" type="checkbox"/> School Law Seminar - Both Days - Sioux Falls - Session ~ \$165 <input type="checkbox"/> School Law Seminar - Tuesday - Sioux Falls - Session ~ \$75 <input type="checkbox"/> School Law Seminar - Wednesday - Sioux Falls - Session ~ \$115
Select an event to see the available sessions.	
<b>Event:</b>	
School Law Seminar - Sioux Falls - 10/22/2019	
Enter any Special Requests(if applicable) such as food allergies or other accommodations.	
<b>Special Requests:</b>	
Special Requests	
<input type="button" value="+ Add Registration To Cart"/>	

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.
- To complete your event(s) registration(s), click the green “Continue” button:

Registrations on this Order

Name	Event	Session	Cost	
Tyler Pickner - School Law Seminar - Wednesday - Rapid City - Session	School Law Seminar - Rapid City	School Law Seminar - Wednesday - Rapid City - Session	\$115.00	<input type="button" value="Delete"/>
			<b>Total:</b>	
			\$115.00	

Select your payment type and click continue.

Bill Me Later

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

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

- Billing for events will remain the same as it has in the past with your district’s business manager receiving invoices following the completion of the event with the correct discounts attributed.

If you have any questions about registration, please contact Tyler at [tpickner@asbsd.org](mailto:tpickner@asbsd.org) or at 605-773-8382.