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.enviseams.com/;
2. Enter your login and password information:

![Login Form](image)

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

![Menu](image)

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

![Event Registration](image)
5. Click the “Event” dropdown menu and select the event for which you would like to register:

![Event Dropdown]

6. 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:

![Add Registration To Cart]

Please note: if you wish to register yourself for multiple events, after you clicked the “Add Registration to Cart” button, simply repeat steps 5 and 6.

7. Once you have clicked the blue “Add Registration To Cart” button, your registration will appear under the “Registrations on this Order” header.

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

![Registrations on this Order]

Please note: if you have incorrectly added an event, 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.

9. 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.