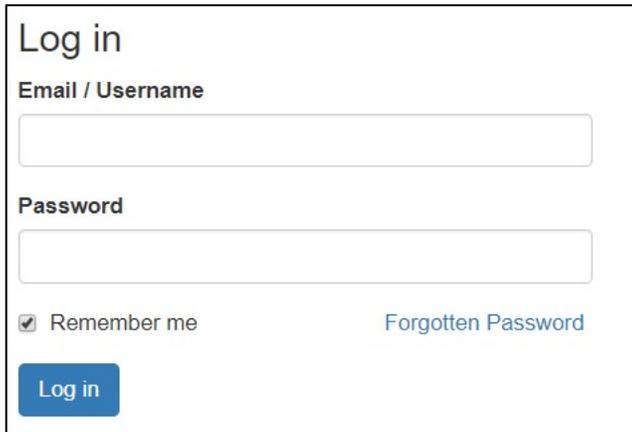


ASBSD's event registration process has been upgraded to a new system.

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.

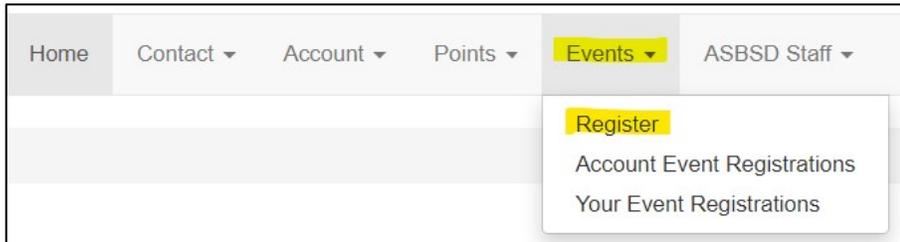
To complete registration for any upcoming event, please complete the following steps:

1. Click this link: [https://asbsd.envisiams.com/;](https://asbsd.envisiams.com/)
2. Enter your login and password information:



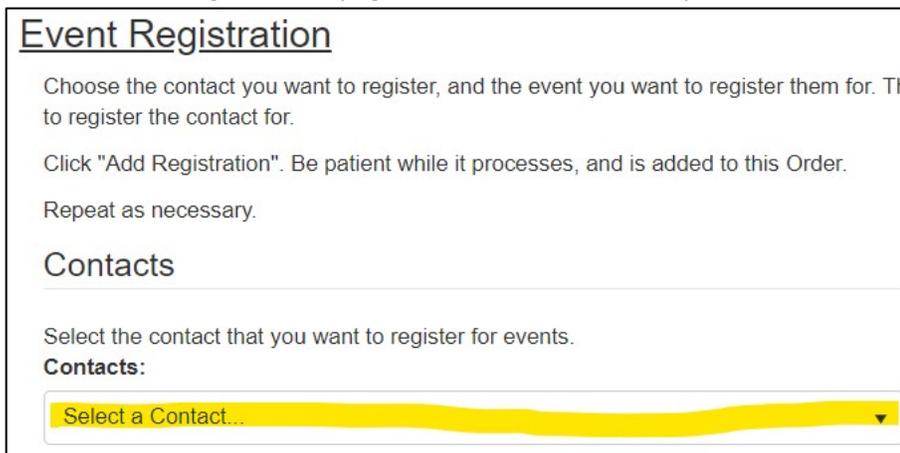
The screenshot shows a login form titled "Log in". It contains two input fields: "Email / Username" and "Password". Below the password field, there is a checked checkbox labeled "Remember me" and a link labeled "Forgotten Password". At the bottom left of the form is a blue button labeled "Log in".

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 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. The 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 downward arrow. The dropdown menu is highlighted in yellow.

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

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.
<b>Contacts:</b>	<b>Session:</b>
Tyler Pickner	<input checked="" type="checkbox"/> ASBSD LAN Update - Session ~ \$0
Select an event to see the available sessions.	
<b>Event:</b>	
ASBSD LAN Update - 1/30/2020	
Enter any Special Requests(if applicable) such as food allergies or other accommodations.	
<b>Special Requests:</b>	
Special Requests	
<a href="#">+ Add Registration To Cart</a>	

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.

- 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 - ASBSD LAN Update - Session	ASBSD LAN Update	ASBSD LAN Update - Session	\$0.00	<a href="#">Delete</a>
			<b>Total: \$0.00</b>	

[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 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.

- 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](mailto:tpickner@asbsd.org) or at 605-773-8382.