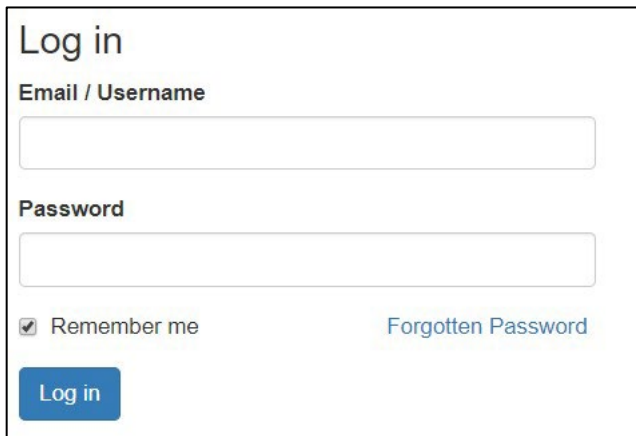


To complete registration for the [2022 ASBSD-SASD Convention](#), please complete the following steps:

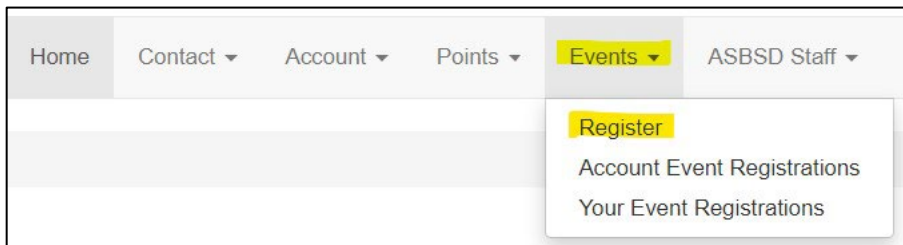
1. Click this link: <https://asbsd.envisiams.com/>;
2. Enter your login & password information (email [tpickner@asbsd.org](mailto:tpickner@asbsd.org) if information is needed):



The screenshot shows a 'Log in' form with the following elements:

- Log in** (Section Header)
- Email / Username** (Text label above an input field)
- Password** (Text label above an input field)
- Remember me (Checkbox)
- [Forgotten Password](#) (Text link)
- Log in** (Blue button)

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



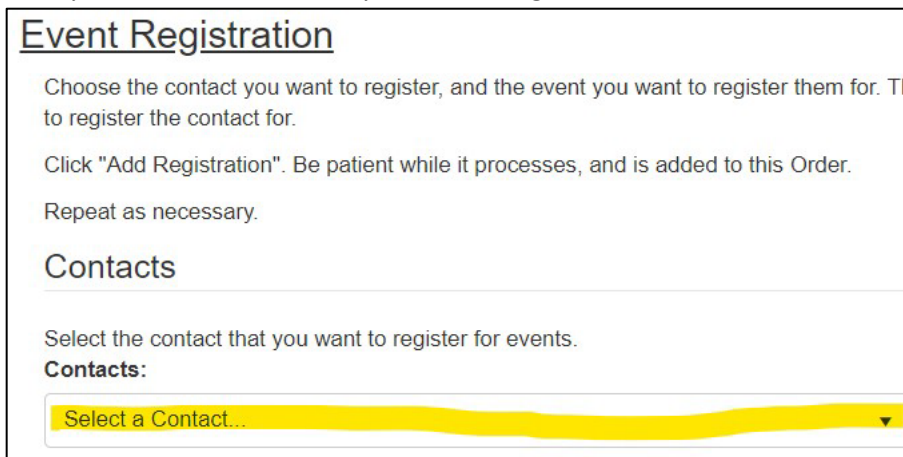
The screenshot shows the top navigation menu with the following items:

- Home
- Contact ▾
- Account ▾
- Points ▾
- Events ▾** (Dropdown menu is open)
- ASBSD Staff ▾

The 'Events' dropdown menu contains the following options:

- Register** (Highlighted in yellow)
- Account Event Registrations
- Your Event Registrations

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 Convention:



The screenshot shows the 'Event Registration' page with the following content:

- Event Registration** (Section Header)
- 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.
- Contacts** (Section Header)
- Select the contact that you want to register for events.
- Contacts:**
- Select a Contact...** (Dropdown menu, highlighted in yellow)

Please note: You will have to complete this process for each person from your district individually before registering an additional person for Convention.

- Click the “Event” dropdown menu and select “2022 ASBSD-SASD Convention – 8/04/2022”:  
Select an event to see the available sessions.

Event:

Select an Event...

- Select an Event...
- ASBSD Collective Bargaining Webinar - Contract Review, Part 2 - 3/09/2022
- ASBSD Collective Bargaining Webinar - Post-Session - Impact on Collective Bargaining - 3/23/2022
- ASBSD School Law Webinar - Homeschool Issues - 4/12/2022
- 2022 ASBSD-SASD Convention - 8/04/2022

- Once you have selected Convention in the “Event” dropdown menu, a selected option will appear under the “Session” column and click the blue “Add Registration To Cart” button:

Contacts	Session
Select the contact that you want to register for events. Contacts: Billy Clanton	Select the sessions that you would like to register the selected contact to attend. Session: <input checked="" type="checkbox"/> 2022 ASBSD-SASD Convention - Regular Attendee - Session ~ \$205
Select an event to see the available sessions. Event: 2022 ASBSD-SASD Convention - 8/04/2022	
Enter any Special Requests(if applicable) such as food allergies or other accommodations. Special Requests: Special Requests	
<a href="#">+ Add Registration To Cart</a>	

- Once you have clicked the blue “Add Registration To Cart” button, your registration will appear under the “Registrations on this Order” header and to complete your Convention registration, click the green “Continue” button:

Registrations on this Order				
Name	Event	Session	Cost	
Billy Clanton - 2022 ASBSD-SASD Convention - Regular Attendee - Session	2022 ASBSD-SASD Convention	2022 ASBSD-SASD Convention - Regular Attendee - Session	\$205.00	<a href="#">Delete</a>
			<b>Total:</b>	
			<b>\$205.00</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 the registration is incorrect, click the red “Cancel Order” button.

8. At this time, you can include additional individuals from your district to your Convention registration order by selecting them from the “Contacts” dropdown menu and clicking the blue “Add Registration To Cart” button:

Contacts	Session
Select the contact that you want to register for events. Contacts: <input type="text" value="Carmen Gilbert"/>	Select the sessions that you would like to register the selected contact to attend. Session: <input checked="" type="checkbox"/> 2022 ASBSD-SASD Convention - Regular Attendee - Session ~ \$205
Select an event to see the available sessions. Event: <input type="text" value="2022 ASBSD-SASD Convention - 8/04/2022"/>	
Enter any Special Requests(if applicable) such as food allergies or other accommodations. Special Requests: <input type="text" value="Special Requests"/>	
<input type="button" value="+ Add Registration To Cart"/>	<input type="button" value="Cancel Order"/>

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

Registrations on this Order				
Name	Event	Session	Cost	
Billy Clanton - 2022 ASBSD-SASD Convention - Regular Attendee - Session	2022 ASBSD-SASD Convention	2022 ASBSD-SASD Convention - Regular Attendee - Session	\$205.00	<input type="button" value="Delete"/>
Carmen Gilbert - 2022 ASBSD-SASD Convention - Regular Attendee - Session	2022 ASBSD-SASD Convention	2022 ASBSD-SASD Convention - Regular Attendee - Session	\$205.00	<input type="button" value="Delete"/>
			<b>Total:</b>	
			<b>\$410.00</b>	

Select your payment type and click continue.

Bill Me Later

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 “Print Registrations” button.

10. Billing for Convention will remain the same as it has in the past with districts receiving invoices following the completion of the event and all billing adjustments will be made following Convention on the final invoice that is mailed to you.

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

Thank you.