



## NDSBA Annual Convention Step-By-Step Guide to Online Registration

1. Gather the information you'll need to register your district. This will include:
  - Name, email, and phone number of each person attending
  - Which event(s) each person will be attending
  - The number of delegates your district is entitled to and who your board has appointed to fill these roles. See "Determining Delegates."
2. Visit [www.ndsba.org](http://www.ndsba.org). On the right side of the page under QUICK CLICKS, click on ANNUAL CONVENTION REGISTRATION.
3. Under "Choose Registration Type" enter the appropriate number of individuals for your district in the appropriate box. These numbers will include the business manager and superintendent if attending. If you do not have anyone from your district for a particular type of registration, you do not need to type anything into the box.

**Example:** I have one new board member attending the new member seminar and convention, two board members attending law seminar and convention, and a superintendent attending law seminar and convention. My registration type box would look like this:

CHOOSE REGISTRATION TYPE			
QUANTITY	REGISTRATION TYPE *	PRICE *	TOTAL
<input type="text" value="Choose"/>	NMS: New Member Seminar ONLY	150	0
<input type="text" value="Choose"/>	LAW: School Law Seminar ONLY	150	0
<input type="text" value="Choose"/>	CONV: Convention ONLY	190	0
<input type="text" value="1"/>	NMS-CONV: NMS and Convention	260	260
<input type="text" value="3"/>	LAW-CONV: LAW and Convention	260	780

You will be able to register up to 4 attendee(s) and information for each below.

4. Enter billing contact details. These details will likely be you, the business manager. Enter your school district in the ORGANIZATION box. Ensure that your email address is entered correctly; this is where your confirmation will be sent.

BILLING CONTACT DETAILS		
FIRST NAME *	LAST NAME *	
Taylor	Lassiter	
ORGANIZATION *		
North Dakota School Boards Association		
EMAIL ADDRESS *	PHONE NUMBER *	
taylor.lassiter@ndsba.org	7012554127	
BILLING ADDRESS *	BILLING ADDRESS 2 *	
1224 West Owens Ave		
CITY *	STATE *	ZIP *
Bismarck	ND	58501

5. Enter attendee information.

- Enter the first name, last name, email address, and phone number of each person from your district who is attending.
- To the right of their information you will choose their registration type. Choose the code that correlates to the registration type above and on the information sheets you received by email. If Attendee #1 is attending the new member seminar AND convention, you would choose NMS-CONV. Because we chose one NMS-CONV and three LAW-CONV in the first box (registration type), we will choose NMS-CONV for one attendee in this area and LAW-CONV for the other three.
- Designate the attendee as a delegate, alternate, or neither. Remember, only board members may be delegates or alternates. Additionally, only board members who have been designated as delegates or alternates by October 13 may vote at Delegate Assembly. NDSBA encourages you to designate all board members who could possibly serve as delegates as either a delegate or alternate.
- Choose the attendee's title.

**ATTENDEE #1**

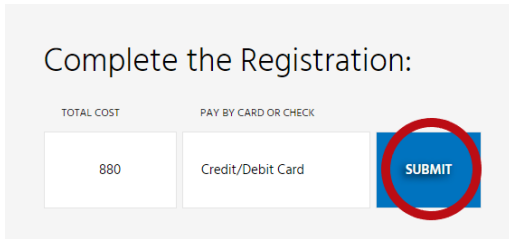
[USE BILLING INFORMATION FOR FIRST ATTENDEE](#)

FIRST NAME *	LAST NAME *	REGISTRATION TYPE
Taylor	Lassiter	NMS-CONV
EMAIL ADDRESS *	PHONE NUMBER *	DELEGATE OR ALTERNATE
taylor.lassiter@ndsba.org	7012554127	Alternate
		ATTENDEE TITLE
		Board Member

6. Complete the registration by choosing your payment method:

- If you are paying by credit card, click SUBMIT and enter your credit card information, and click PAY.

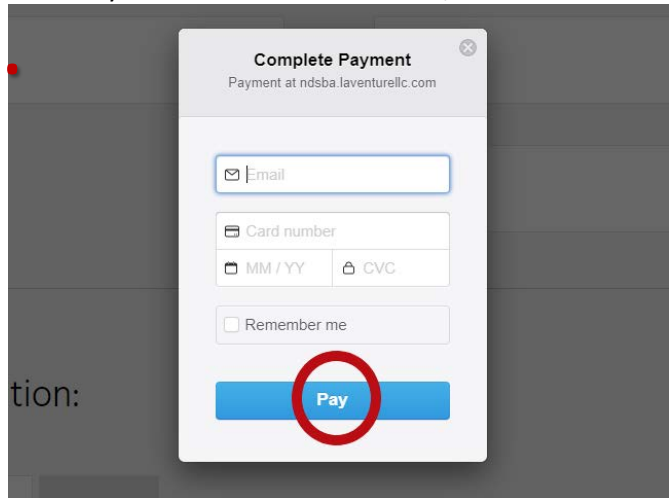
1.



Complete the Registration:

TOTAL COST	PAY BY CARD OR CHECK	
880	Credit/Debit Card	<b>SUBMIT</b>

2.



Complete Payment  
Payment at ndsba.laventurellc.com

Email

Card number

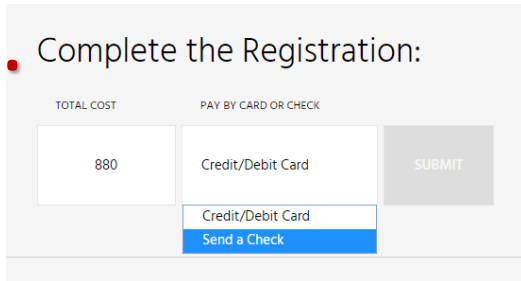
MM / YY CVC

Remember me

**Pay**

- If you are paying by check, click within the PAY BY CARD OR CHECK box and choose check. Click Submit.

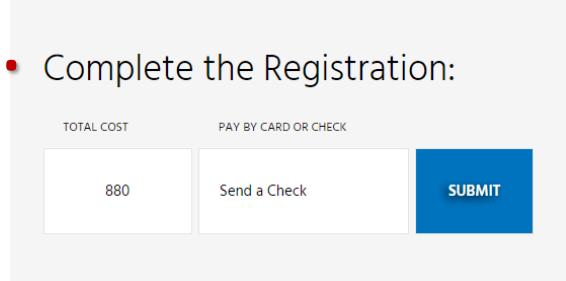
1.



Complete the Registration:

TOTAL COST	PAY BY CARD OR CHECK	
880	Credit/Debit Card	SUBMIT
	<b>Send a Check</b>	

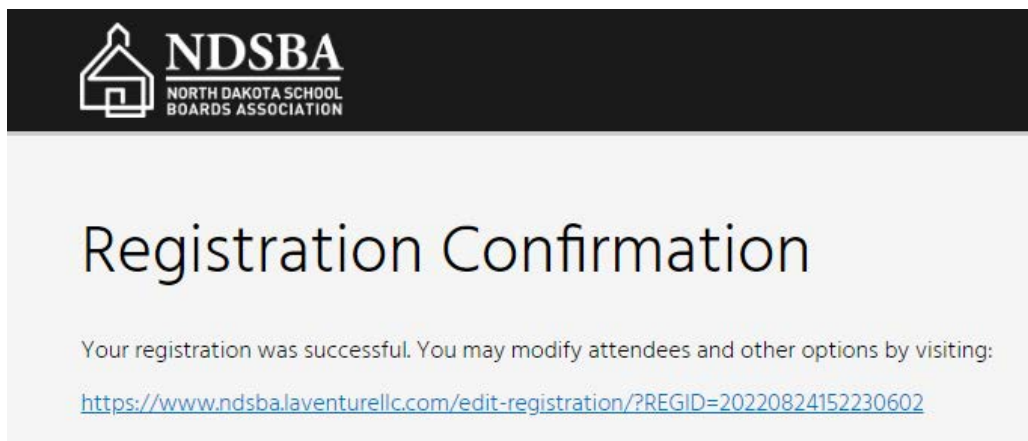
2.



Complete the Registration:

TOTAL COST	PAY BY CARD OR CHECK	
880	Send a Check	<b>SUBMIT</b>

7. If your registration was successful, you will see a registration confirmation screen and receive a confirmation email (this email is sent to the email included in the billing information).



8. Double check the attendee information in your confirmation email for accuracy. Nametags will be created using this information.

## Online Registration FAQ

### **What if I need to add an attendee?**

*Complete the online registration process for just that attendee.*

### **What if I need to cancel an attendee?**

*Please submit a written cancellation request by fax or email no later than NOON on Monday, October 24. Requests for refunds (less \$25 service fee per registrant and credit card processing fees if applicable) can only be honored if made by this deadline.*

### **Can I change who is a delegate and alternate?**

*Yes, prior to October 12. Use the link included in your confirmation email to edit your attendee information as necessary OR call Taylor at 701-255-4127 or 800-932-8791.*

### **My board member thought he could only attend the Law Seminar, but now he wants to attend Convention, too. What do I do?**

*Call Taylor at 701-255-4127 or 800-932-8791 to alter the registration. The additional cost will need to be paid by check.*

### **My board member thought she could attend New Member Seminar and Convention, but now she can only attend New Member Seminar. What do I do?**

*Call Taylor at 701-255-4127 or 800-932-8791 to alter the registration. If made prior to October 24 a refund for the difference in fee (less \$25 service fee per registrant and credit card processing fees if applicable) will be issued by check.*

### **Can I change the name on a registration?**

*Yes. Use the link included in your confirmation email to edit your attendee information as necessary OR call Taylor at 701-255-4127 or 800-932-8791.*

### **I thought I registered, but I didn't receive a confirmation email.**

*Call Taylor at 701-255-4127 or 800-932-8791 to ensure your registration went through and the contact information you entered is correct.*