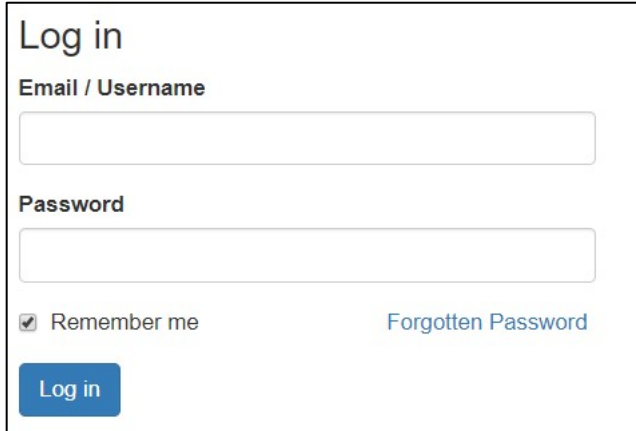


To complete registration for the [2021 ASBSD-SASD Convention](#), please complete the following steps:

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, please complete the following steps:

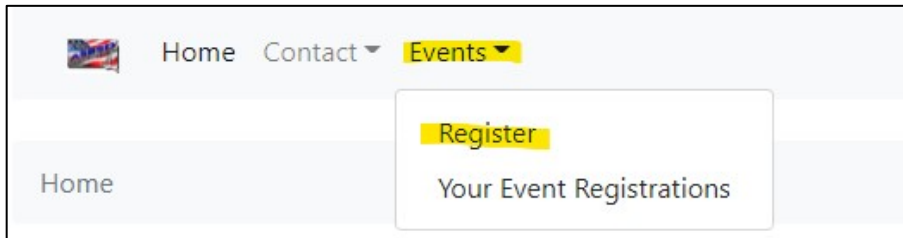
1. Click this link: <https://asbsd.envisiams.com/>;
2. Enter your login and password information (email tpickner@asbsd.org if information is needed):




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

- Log in** (Section Header)
- Email / Username** (Label above a text input field)
- Password** (Label above a text input field)
- Remember me (Checkbox)
- [Forgotten Password](#) (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:



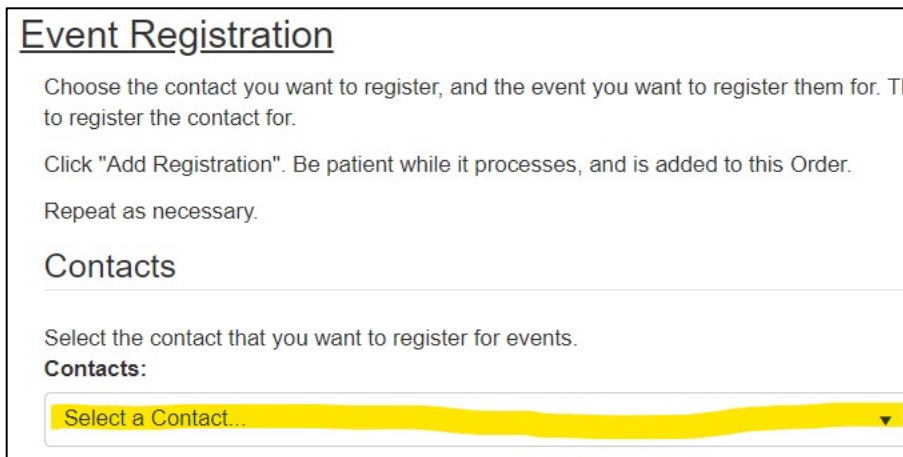
The screenshot shows the top navigation menu with the following items:

- 
- [Home](#)
- [Contact](#)
- Events** (Dropdown menu)

The 'Events' dropdown menu is open, showing the following options:

- Register** (Highlighted)
- Your Event Registrations

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



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)

- Click the “Event” dropdown menu and select “2021 ASBSD-SASD Convention – 8/05/2021”:

Select an event to see the available sessions.

Event:

2021 ASBSD-SASD Convention - 8/05/2021

- Once you have selected Convention in the “Event” dropdown menu, two options will appear under the “Session” column and you will select your option:

Session

Select the sessions that you would like to register the selected contact to attend.

Session:

2021 ASBSD-SASD Convention - Regular Attendee - Session ~ \$185

2021 ASBSD-SASD Convention - First-Year - Session ~ \$125

Please note: the “First Year” option is for board members or administrators beginning their first year in the position and the “Regular Attendee” option is for all other attendees.

- Once you have selected the session option, click the blue “Add Registration To Cart” button:

Contacts

Select the contact that you want to register for events.

Contacts:

Tyler Pickner

Select an event to see the available sessions.

Event:

2021 ASBSD-SASD Convention - 8/05/2021

Enter any Special Requests(if applicable) such as food allergies or other accommodations.

Special Requests:

Special Requests

[+ Add Registration To Cart](#)

Session

Select the sessions that you would like to register the selected contact to attend.

Session:

2021 ASBSD-SASD Convention - Regular Attendee - Session ~ \$185

2021 ASBSD-SASD Convention - First-Year - Session ~ \$125

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

[+ Add Registration To Cart](#)

[- Cancel Order](#)


The order and the registration(s) are not complete until you press the "continue" button


Registrations on this Order

Name	Event	Session	Cost	
Tyler Pickner - 2021 ASBSD-SASD Convention - Regular Attendee - Session	2021 ASBSD-SASD Convention	2021 ASBSD-SASD Convention - Regular Attendee - Session	\$185.00	Delete
			Total:	
			\$185.00	

Please note: if the registration is incorrect, click the red “Cancel Order” button.


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

Registrations on this Order				
Name	Event	Session	Cost	
Tyler Pickner - 2021 ASBSD-SASD Convention - Regular Attendee - Session	2021 ASBSD-SASD Convention	2021 ASBSD-SASD Convention - Regular Attendee - Session	\$185.00	 Delete
			Total: \$185.00	

 Print Registrations

Select your payment type and click continue.

Bill Me Later



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

10. Billing for events will remain the same as it has in the past with districts receiving invoices following the completion of Convention.

If you have any questions about registration, please contact Tyler at tpickner@asbsd.org or at 605-773-8382.