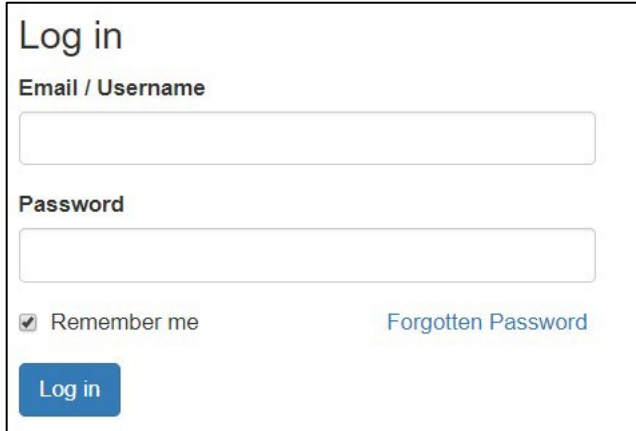


To complete registration for the [2022 ASBSD-SASD Convention](#), please complete the following steps:

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:

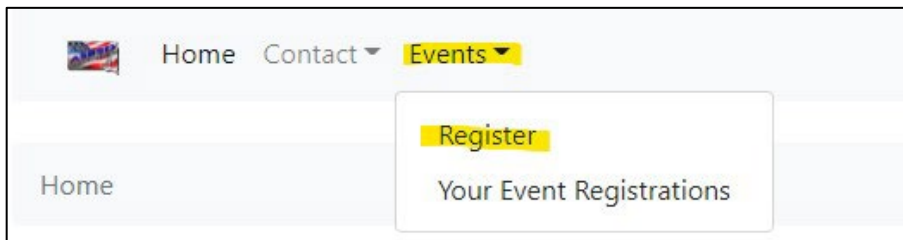
1. Click this link: <https://asbsd.envisiams.com/>;
2. Enter your login and password information (email tpickner@asbsd.org if information is needed):



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:



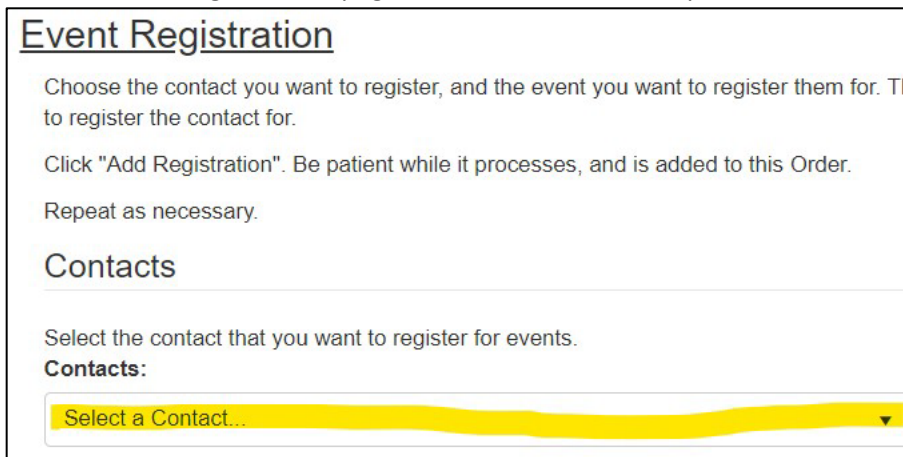
The screenshot shows the top navigation menu with the following elements:

- Home
- Contact
- Events** (Dropdown menu)

The 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 elements:

- 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 “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:

<p>Contacts</p> <p>Select the contact that you want to register for events.</p> <p>Contacts:</p> <div style="border: 1px solid #ccc; padding: 2px;"> Billy Clanton ▼ </div> <p>Select an event to see the available sessions.</p> <p>Event:</p> <div style="border: 1px solid #ccc; padding: 2px;"> 2022 ASBSD-SASD Convention - 8/04/2022 ▼ </div> <p>Enter any Special Requests(if applicable) such as food allergies or other accommodations.</p> <p>Special Requests:</p> <div style="border: 1px solid #ccc; padding: 2px; min-height: 20px;"> Special Requests </div> <p style="text-align: center; margin-top: 10px;"> + Add Registration To Cart </p>	<p>Session</p> <p>Select the sessions that you would like to register the selected contact to attend.</p> <p>Session:</p> <p><input checked="" type="checkbox"/> 2022 ASBSD-SASD Convention - Regular Attendee - Session ~ \$205</p>
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- 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	Delete
			Total:	
			\$205.00	

🖨 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.

- 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.