TASB’s online calendar and registration process have been redesigned, and it is now easier for you to search and register for events. Here are some tips for using the new system.

**Logging In**
You must have an active myTASB user ID and password to register, whether you are registering yourself or others.

You can add or update member information using the Member Profile application in myTASB. If you need myTASB assistance, contact the registrars at registrar@tasb.org or 800.580.8272, extension 2453 or 2454.

**Getting Started**
Click on the blue REGISTER button, and you will be asked to indicate whether you are registering yourself or someone else.

**TIP**
DO NOT enter data in the First Name, Last Name, Company, Reporting Position, or E-mail fields. These fields are populated from the TASB Member directory.
If you are only registering yourself, simply complete your details and payment information.

**Registering multiple people**
If you are registering yourself and others, complete your own registration first (starting with the “Badge First Name” field).

If you choose “No, I am only registering others,” you will then see an option to “Select Existing Account.” Click that link to view a list of everyone associated with your district/company who is in the TASB Member directory. (You can add or update registrant information by using Member Update in myTASB.) Once you are finished with the first registrant, you will be given the option to register another person.

**Payment information** should ONLY be entered once you have finished registering everyone from your district/company.

To update member information, go to my.tasb.org. If you have questions, call 800.580.8272.