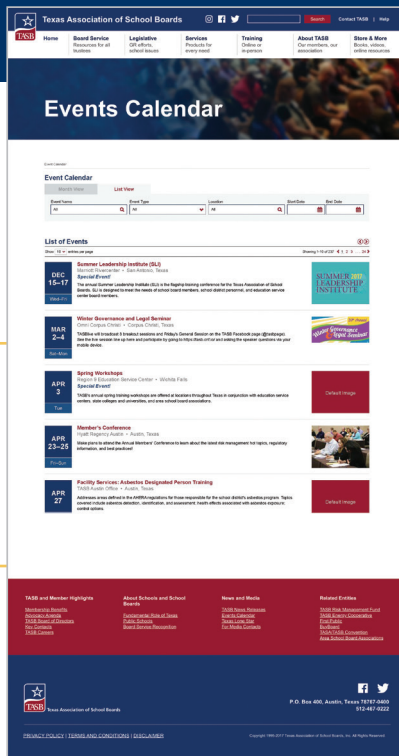


# Event Registration Tips for Members

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.



TIP

## 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](mailto: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.



Leadership Team Services

If you are only registering yourself, simply complete your details and payment information.

TIP

### 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.

TIP

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

SAMPLE

The screenshot shows the TASB website interface for the 'Winter Governance & Legal Seminar (WGLS)'. The header includes the TASB logo and navigation links for Facebook, Twitter, and 'Contact TASB | Help'. Below the header, there are links for 'Shopping Cart' and 'Sign Out'. The main content area displays the event title 'Winter Governance & Legal Seminar (WGLS)', the location 'Galveston Island Convention Center', and the dates 'Thursday, 3/1/18 7:00 AM - Saturday, 3/3/18 11:59 PM'. A progress bar indicates the current step is 'Step 1' out of five. Below the progress bar, there is a note: '\*Indicates a required field.' The section is titled 'Who is Registering?' and asks 'Are you registering yourself for this event?'. There are two radio button options: 'Yes, I am registering myself or myself and others.' and 'No, I am only registering others.'. Below these options are input fields for 'Email\*', 'First Name\*', 'Last Name\*', and 'Company\*'. The asterisk indicates these are required fields.

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

Texas Association of School Boards

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