Registration Tips

General Registration

- Each registrant must have a unique email address and cell phone which **MUST be accessible by the registrant in order to access the Event Website**. A code will be sent to each registrant upon logging into the Event Website, so they must be able to check their email or cell phone for that code.

- Cell phone numbers are **only required for adult registrants**. If you are registering students, you can enter 000-0000 in the cell phone field, but students will need an accessible email address.

General Registration *(continued)*

- If you are registering on behalf of someone else, you will be considered the group Administrator. This doesn't register you, but will ensure that you receive a copy of all registration related emails.

- **Groups are limited to 10 registrants**. If you have more than 10 in your group, please send us a list of your additional registrants and we will register them.

- If you need assistance, please call 907-463-1660 or email us at **aasb@aasb.org**.

AASB 67th Annual Conference
TRANSFORMING EDUCATION THROUGH CONNECTIONS

Experienced Board Member Academy

- If your district plans to attend this session as a group **(from one location, using a single Zoom log in)**, then you only need to select this session **ONE TIME** when registering your group. This means that only one registrant needs to have this session selected and the fee will apply to the whole group.

- If registrants plan to attend this session as individuals **(from home, etc., logging into Zoom as separate individuals)**, then you will select this option for every person you are registering and the fee will be applied to each individual.

Youth Leadership Institute

While YLI students can be registered at the same time as Conference attendees, we would suggest registering Conference attendees first, and then starting a new registration to register your students.

- **IMPORTANT:** If you are registering a group of students, you **MUST select "Student -Group Registration"** as the **registration type for each student**. While it may seem like the group rate is being charged to each student you add, you will see the proper adjustments on the Order Summary page.