



The Conference for  
Public Education Leaders

# NSBA Team Registration Guide

Convention Management Resources, Inc.

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# Log in to Group Registration

To begin the group registration process, you will first log in at:

<https://reg.cmrus.com/nsba2021group/account/login>

Click the Login button.



Register your group for the virtual NSBA 2021 Annual Conference and Exposition!

Login

Ready to register your group?

Make sure before you log in to register your group that your member roster is completely current. You can update your roster on the [NSBA website](#) then proceed back to group registration from there or return to this page to log in.

## Need Help?

Find FAQ answers online 24/7, or contact us:

FAQ/Contact Support

NSBA Registration Support Center

Phone

(800) 616-8210 (US & Canada)  
(415) 979-2264 (International)

Fax

(415) 216-2535

Attendee Information

Forms

Cancellations & Refunds

Registration Deadlines


Register Today for the virtual NSBA 2021 Annual Conference & Exposition

**Where:** Online

**When:** Saturday, April 10, 2021 through Monday, April 12, 2021

If you are already logged in to My NSBA, you will automatically be re-directed to the Group Registration Main Dashboard.

If you are not logged in, you will be directed to log in to My NSBA:



nsba  
National School Boards Association

[Home](#) [Events](#) [Subscriptions](#) [Bookstore](#) [NSBAConnect](#) [My Orders](#)

## Welcome to My NSBA

Before using any of the My NSBA online services, you must first activate your account. This is a one-time process.

**To activate your existing profile, please click the 'Get Started' button below.**

If you are new to NSBA, click the 'Get Started' button to create your online profile.

### Login

☐ Remember Me

Login

Join NSBA! Forgot your password? Not sure if you have a login?


Get Started

National School Boards Association  
1680 Duke St. FL2, Alexandria, VA 22314-3493. Phone: (703) 838-6722  
E-mail: [info@nsba.org](mailto:info@nsba.org) Media Contact: [media@nsba.org](mailto:media@nsba.org)

Powered By: [Cobalt](#)

# You've arrived at the Main Dashboard

Once you are successfully logged in, you will arrive to the Group Registration Main Dashboard. If you are associated with more than one school board you will select which school board you wish to register prior to this page.



The Conference for  
Public Education Leaders

SCHOOL BOARDS GROUP REGISTRATIONLOG OFF

Manage National School Boards Association

School Board Member Lookup

Payments

Registrant Listing

Total Charges	\$2,700.00
Amount Paid	\$0.00
Balance Due	\$2,700.00

Registering has never been easier. Follow the below steps to begin registering your School Board members. You can also access more detailed instructions on how to register your staff using the official [NSBA Group Registration Guide](#).

If you registered for a team registration package please download the [Team Registration instructions](#) and have open on your computer as you register each board team member.

**Step 1:** Select the School Board Member Lookup button above.  
**Step 2:** Select the desired member from the listing.  
**Step 3:** Register for the Annual Conference, Pre-Conference Workshops, Keynotes, and more.  
**Step 4:** Review the registration summary for each member and select the 'Return to Main Dashboard' button once done.  
**Step 5:** Repeat the previous steps until you're registered all your members.

Need to make updates to your roster? Return to your [roster management](#) page at nsba.org.

If you have additional School Boards you represent which you need to register members, [switch School Boards](#).

School Board Registrations

Self-Registrations

Confirmation	First Name	Last Name	Reg Type	Total	Edit	Confirmation
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# Register Yourself as a Team Manager

To begin your registration, select the 'School Board Member Lookup' button.

Manage TEST 1 School District

School Board Member Lookup

Payments

Registrant Listing

Total Charges	\$0.00
Amount Paid	\$0.00
Balance Due	\$0.00

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School Board Registrations

Self-Registrations

Confirmation	First Name	Last Name	Reg Type	Total	Edit	Confirmation
There are no items to display						



A panel will appear on the left-hand side of the screen with a list of all your school board members. Once you see your name, select your name and proceed with the registration process.

Search

TEST 1 School District

- TEST BY JEFF
- TEST BY JEFF 2
- Carlos Cornejo
- Jean Lamberk
- Matthew Long
- Joanne Luro
- **Lee Markham**
- Justin Orlando
- Eduard Smithson
- Be Test
- CMR TEST1
- CMR TEST2
- TestFirstName TestLastName
- Anna Webb

nsba 2021 The Conference for Public Education Leaders

SCHOOL BOARDS GROUP REGISTRATION LOG OFF

Manage TEST 1 School District

School Board Member Lookup Payments Registrant Listing

Total Charges \$0.00  
Amount Paid \$0.00  
Balance Due \$0.00

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School Board Registrations Self-Registrations

Confirmation	First Name	Last Name	Reg Type	Total	Edit	Confirmation
--------------	------------	-----------	----------	-------	------	--------------

After selecting your name, you will be directed to the primary profile page where you will confirm your basic information: First Name, Middle Initial, Last Name, Country, Zip Code, and E-mail Address. The email address here is unique to the individual and cannot be changed.

Fields indicated with an asterisk are required.

First Name*	<input type="text" value="Lee"/>
Middle Initial	<input type="text" value="K"/>
Last Name*	<input type="text" value="Markham"/>
Country*	<input type="text" value="United States"/>
ZIP/Postal code*	<input type="text" value="94105"/>
Email Address*	<input type="text" value="lmarkham@cmrus.com"/>

Next

After confirming your basic information, the subsequent page is where you can confirm additional participant information. Much of this information will carry over from the NSBA membership system.

Fields indicated with an asterisk are required.

Member ID	614403
First Name*	Lee
Middle Initial	K
Last Name*	Markham
Nickname	
Title*	Board Member
School District/Organization Name*	National School Boards Association
Mailing Address 1*	101 Mission St
Mailing Address 2	Ste 200
City*	San Francisco
State*	CA <small>For US States and Canadian Provinces only</small>
Zip Code*	94105
Country*	United States
Daytime Telephone*	
Business Phone	415-979-2258
Mobile Phone	
Business Fax	
Registrant's E-mail Address*	lmarkham@cmrus.com
Additional E-mail	<small>Provide an alternate email to forward conference communications.</small>
Emergency Contact Name*	
Emergency Contact Phone Number*	
If you have received an <b>Invitation Code or Team Code</b> enter it here	

NSBA does not share your email address with sponsors or exhibitors. [Learn More](#)

Next

Click "Next" to proceed to the registration options page. If you are registering 1 to 9 team members, select the first team option. If you are registering 10 or more team members, select the second option. Do not select NSBA Full Conference Registration and Team Registration, you will not be able to proceed with both options selected.

**IMPORTANT: if you are the Team Manager registering for the team option you will automatically receive access to the virtual meeting and will be NOT be factored into the team total. You will not need to use the team code to register yourself, you will be able to register yourself plus 7 team members with the 1 to 9 option.**

#### National School Boards Association Annual Conference & Exposition

Category	Early Price 12/16 - 2/19/2021	Standard Price 2/20 - 4/12/2021
NATCON/CUBE/Delegates	\$600.00	\$675.00
Regular	\$675.00	\$750.00

☐ NSBA Full Conference Registration [\$600.00]

#### Team Registration

**NEW THIS YEAR!** Save on the individual rate by registering up to 9 leaders for the team district package. Maximize savings with the 10+ package and register as many district members as you like.

Select the best team district pricing option and proceed to the payment page.

- Once payment is processed, you'll receive a confirmation email that includes the team registration code.
- The confirmation email will contain a link to the group registration website where you can register your team board members using the team registration code.

Complete instructions on using the team registration code to register each team board member can be accessed [here](#). Have these instructions handy on your computer while registering your team board members.

☒ Team Registration - 1 to 9 [\$2,700.00]

☐ Team Registration - 10+ [\$3,600.00]

Previous

Next



After selecting the team option, you will land on the summary page. Click on Return to Main Dashboard.

**IMPORTANT:** at this exact moment, two emails will be sent to the email address associated with your registration. The first email is the standard email confirmation. The second email which is the most important, contains the team registration code which you will enter during the registrations of your team board members. Check your email. If you do not see the email check your spam or junk folder. If it's not there within 5 – 10 minutes, [send us an email](#) and we'll resolve.



The Conference for  
Public Education Leaders

Edit Registration

*INCOMPLETE: Review the details below, then check out to complete your registration.*

Attendee Information Edit

Name: Lee K. Markham  
Email Address: lmarkham@cmrus.com

Registration Summary Edit

Quantity	Description	Price	Total
1	Team Registration - 1 to 9	\$2,700.00	\$2,700.00
Grand Total:			\$2,700.00

RETURN TO MAIN DASHBOARD

*Return to Main Dashboard.*

Back on the main dashboard, if you wish to process payment at that time you can do so by clicking the Payments button. You will see the amount owed under Balance Due.

### Manage TEST 1 School District

School Board Member Lookup		Payments	Registrant Listing
Total Charges	\$2,700.00		
Amount Paid	\$0.00		
Balance Due	\$2,700.00		

Registering has never been easier. Follow the below steps to begin registering your School Board members. You can also access more detailed instructions on how to register your staff using the official [NSBA Group Registration Guide](#).

If you registered for a team registration package please download the [Team Registration instructions](#) and have open on your computer as you register each board team member.

**Step 1:** Select the School Board Member Lookup button above.

**Step 2:** Select the desired member from the listing.

**Step 3:** Register for the Annual Conference, Pre-Conference Workshops, Keynotes, and more.

**Step 4:** Review the registration summary for each member and select the 'Return to Main Dashboard' button once done.

**Step 5:** Repeat the previous steps until you're registered all your members.

Need to make updates to your roster? Return to your [roster management](#) page at nsba.org.

If you have additional School Boards you represent which you need to register members, [switch School Boards](#).

School Board Registrations		Self-Registrations				
Confirmation	First Name	Last Name	Reg Type	Total	Edit	Confirmation
R0220398	Lee	Markham	CUBE Member	\$2,700.00	<a href="#">Edit</a>	<a href="#">Re-Send</a>

If you're paying by purchase order, follow the instructions on this page to submit your purchase order.

#### Account Payments for TEST 1 School District

[Back to Dashboard](#)

Account #	53575
Chapter Name	TEST 1 School District
Charged	\$2,700.00
Amount Paid	\$0.00
Balance	\$2,700.00

#### IMPORTANT PAYMENT INFORMATION!

Purchase orders including payment should be sent to:

Secure Fax: (415) 216-2535

Email: [Submitting Purchase Order / Payment](#)

Mail to: National School Boards Association  
PO Box 1807  
Merrifield, VA 22116-8007

If paying with a credit card, provide information below and submit payment.

Date	Description	Payment
There are no items to display		

#### New Payment Details

Payment Type

Credit Card Number

Expiration Date  /

Name on Card

Amount

CVV Code

Billing Street Address

City

Billing Zip Code

Check your email for an email subject "Your Team Registration Code Has Arrived". This email will contain your Team Code for registering the rest of your Team:

**From:** [nsbasupport@cmrus.com](mailto:nsbasupport@cmrus.com) <[nsbasupport@cmrus.com](mailto:nsbasupport@cmrus.com)>  
**Sent:** Thursday, December 3, 2020 3:58 PM  
**To:** Lee Markham <[markham@cmrus.com](mailto:markham@cmrus.com)>  
**Subject:** Your Team Registration Code Has Arrived!



We are delighted to provide your special code to use for your team's registration. Go [here](#) to register. If you are not already logged in to your NSBA account you will be prompted to log in. Upon successful login you'll be redirected to the registration website where you'll register each participant.

**If you are board support,** download the [instructions](#) and have open on your computer as you register your team.

**If you are not board support,** give the code to each person to register themselves. The fee will be waived at the time of registration. Enter the code on the bottom of the full demographic information page in the field labeled **Invitation Code or Team Code**.

**Team Registration Code:** **CODE123**

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**Email:** [Submitting Purchase Order / Payment](#)

**Mail to:**  
National School Boards Association  
PO Box 1807  
Merrifield, VA 22116-8007

#### Need Help?

Visit the NSBA Registration Support Center  
**Toll Free U.S. & Canada:** (800) 616-8210  
**Outside U.S. & Canada:** (415) 979-2264  
**Fax:** (415) 216-2535

# Register your Team Board Members Using the Code

From the Main Dashboard, click on the School Board Member Lookup button to expose the board member listing on the left side of the screen. Once you find the Individual you wish to register, select their name and proceed with the registration process. Please note: if you see an individual's name with a filled circle to the left, this means the individual has already been registered (see below screenshot). For this reason, you will not be able to select them.

If you are unable to locate the member you wish to register, please make updates to your roster by returning to your roster management page at [my.nsba.org](https://my.nsba.org).

Search

TEST 1 School District

- TEST BY JEFF
- TEST BY JEFF 2
- Carlos Cornejo
- Jean Lambert
- **Matthew Long**
- Joanne Luro
- Lee Markham
- Justin Orlando
- Eduard Smithson
- Be Test
- CMR TEST1
- CMR TEST2
- TestFirstName TestLastName
- Anna Webb

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SCHOOL BOARDS GROUP REGISTRATION LOG OFF

Manage TEST 1 School District

School Board Member Lookup Payments Registrant Listing

Total Charges \$2,700.00  
Amount Paid \$0.00  
Balance Due \$2,700.00

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School Board Registrations Self-Registrations

Confirmation	First Name	Last Name	Reg Type	Total	Edit	Confirmation
R0220398	Lee	Markham	CUBE Member	\$2,700.00	<a href="#">Edit</a>	<a href="#">Re-Send</a>



Proceed through the initial profile page where you'll arrive to the complete participant information page. Complete any required fields for your team board member, enter the team registration code, and click the Next button.


**THE LAST FIELD ON THE PAGE IS WHERE YOU WILL ENTER THE CODE YOU RECEIVED VIA EMAIL. ENTER THE CODE AND CLICK THE NEXT BUTTON AT THE VERY BOTTOM OF THE PAGE. THIS WILL SET THE FEE FOR THE REGISTRATION AT \$0.00.**

Fields indicated with an asterisk are required.

Member ID	421284
First Name*	Matthew
Middle Initial	
Last Name*	Long
Nickname	
Title*	Board Member
School District/Organization Name*	TEST 1 School District
Mailing Address 1*	1615 Duke St
Mailing Address 2	
City*	Alexandria
State*	VA <small>For US States and Canadian Provinces only</small>
Zip Code*	22314-3406
Country*	United States
Daytime Telephone*	
Business Phone	(703) 838-6722
Mobile Phone	
Business Fax	
Registrant's E-mail Address*	mattlongx@xyz.com
Additional E-mail	
	<small>Provide an alternate email to forward conference communications.</small>
Emergency Contact Name*	
Emergency Contact Phone Number*	
If you have received an <b>Invitation Code or Team Code</b> enter it here	

NSBA does not share your email address with sponsors or exhibitors. [Learn More](#)

Select the NSBA Full Conference Registration option and click the Next button to complete the registration.



National School Boards Association Annual Conference & Exposition


April 10-12, 2021

☐ NSBA Full Conference Registration [\$0.00]

[Previous](#) [Next](#)

The National School Boards Association has partnered with Convention Management Resources as the official provider of registration services for the NSBA 2021 Annual Conference and Exposition.

You will arrive to the Event Dashboard of the individual registration. Click on the RETURN TO MAIN DASHBOARD button to register new team members.



[Edit Registration](#) *Your registration is confirmed.*

Attendee Information Edit  
Name: Matthew Long  
Email Address: mattlongx@xyz.com

Registration Summary Edit  
Confirmation Number R0220109

Quantity	Description	Price	Total
1	NSBA Full Conference Registration	\$0.00	\$0.00
Grand Total:		\$0.00	\$0.00

[RETURN TO MAIN DASHBOARD](#) *Return to Main Dashboard.*

When you return to the Main Dashboard after completing the individual registration, you will see the record listed at \$0.00 fee. If you like, you can edit the registration, or resend an email confirmation. When clicking Re-Send, you'll arrive to a page where you will enter the email address and click the Send button. You can then navigate back to the main dashboard.

SCHOOL BOARDS GROUP REGISTRATION
LOG OFF

Manage TEST 1 School District

School Board Member Lookup

Payments

Registrant Listing

Total Charges	\$2,700.00
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School Board Registrations

Self-Registrations

Confirmation	First Name	Last Name	Reg Type	Total	Edit	Confirmation
R0220401	Matthew	Long	Non-Member Annual Conference Registrant	\$0.00	Edit	Re-Send
R0220398	Lee	Markham	CUBE Member	\$2,700.00	Edit	Re-Send

At this point it's just repeating this process until you have registered all of your team board members.

## Upgrade from a 1-9 Package to 10+ Package

If you purchased a 1 – 9 team registration, your code will expire after you register 7 individuals. You can upgrade to the 10+ team registration by clicking the Edit link by your registration on the Main Dashboard. On the Event Dashboard, select the Edit Registration button and proceed to the team registration option page. Deselect the 1 – 9 option and select the 10+ option. Proceed through the registration back to the Event Dashboard. As you did before, you'll receive a new email with a new code.

Proceed back to the Main Dashboard and register your new team board members with your new code from the email you just received.