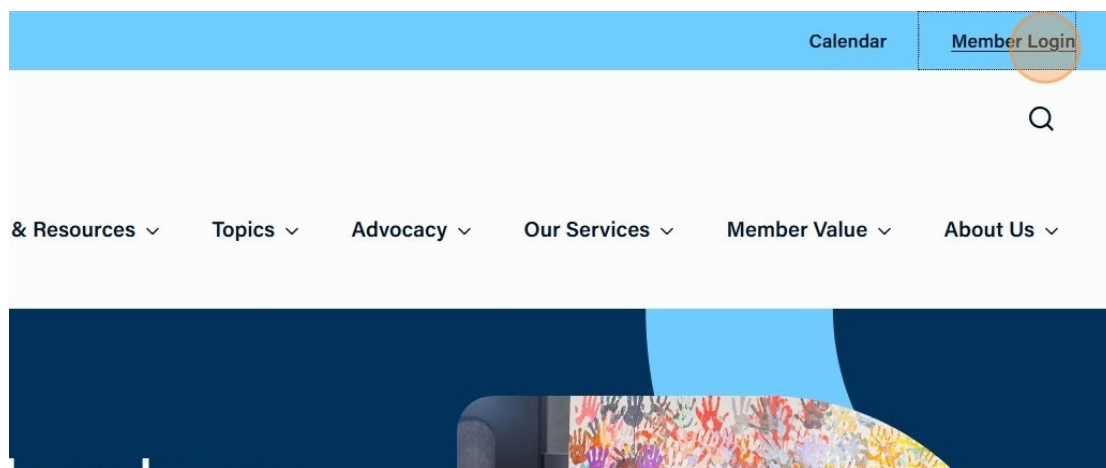




How to Register for Free NJSBA Programs

As a member, you can register for free NJSBA meetings and programs, including County Association meetings and webinars. Your school business administrator must handle all fee-based program registrations.

1. Navigate to <https://www.njsba.org/>
2. Click "Member Login" in the upper right corner of the website.

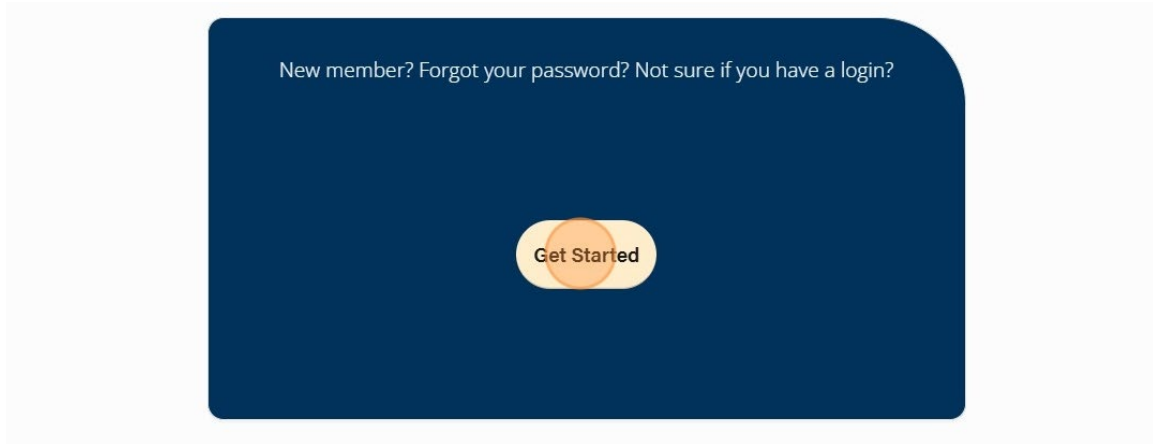


3. Login using your NJSBA email address on file and your password.

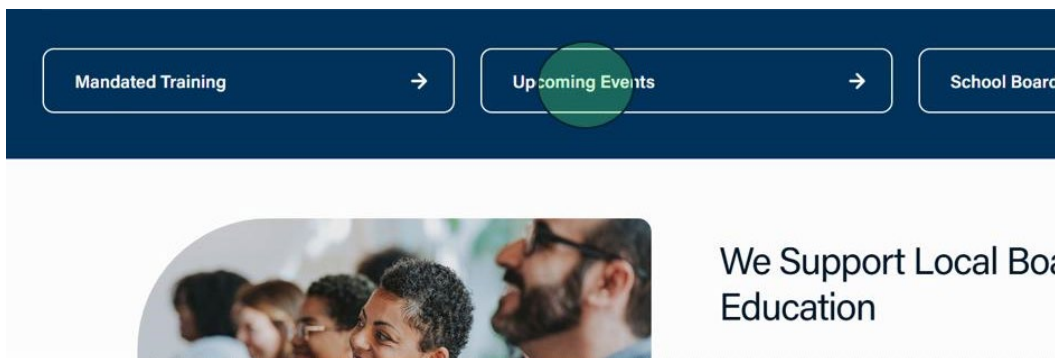
The screenshot shows the login form on the NJSBA website. It has a white background with the heading "Login" and a sub-heading "In case of technical difficulty, please email callcenter@njsba.org for assistance." Below this is a "Login" section with two input fields: "Username" and "Password". The "Username" field has a blue circle highlighting it and a small 'x' icon on the right. Below the "Password" field is a checkbox labeled "Remember Me". At the bottom of the form is a blue "Login" button.



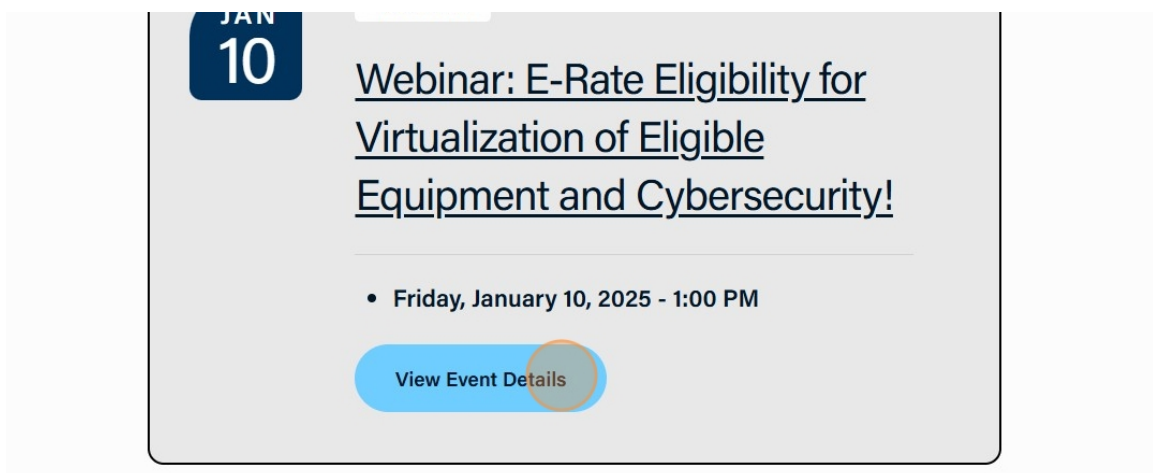
4. If you are logging in for the first time, click the "Get Started," button and enter your email address on file with NJSBA. You will receive an email to set up your password.



5. Once you have successfully logged in, click on "Upcoming Events" on the NJSBA website home page.



6. Select the event you wish to register for from the list. Click "View Event Detail."





- Click "Register," which will register you for the program and bring you to the "Order Details" screen.

Registration Details
 Webinar: E-Rate Eligibility for Virtualization of Eligible Equipment and Cybersecurity!
 Member Free
 Non-Member \$40.00

[Register](#)

Order Details

Product	List Price	Your Price	Tax	Qty	Total
County Meeting Program Fee	\$40.00	\$0.00	\$0.00	1	\$0.00

Subtotal: \$0.00
 Discount: \$0.00
 Tax: \$0.00
 Shipping: \$0.00
Total: \$0.00

Your total savings was \$40.00.

- Click the NJSBA logo in the upper left corner to return to the home page.

The screenshot shows the top of the NJSBA website. At the top, there is a dark navigation bar with icons for WordPress, a globe, and text for "New Jersey School Boards Association", "Customize", "2" (refresh), "0" (notifications), "New", "WP Engine Quick Links", "Edit Page", and "MetaSlid". Below this is a light blue header bar with the NJSBA logo on the left and the word "Calendar" on the right. Underneath the blue bar is a white navigation menu with the following items: "Events & Training", "News & Resources", "Topics", "Advocacy", "Our Services", and "Mem".

- You will receive a confirmation email from callcenter@njsba.org with details on the upcoming event. If you do not receive a confirmation, please check your spam folder and add callcenter@njsba.org to your contacts.