

HOW TO REGISTER FOR TRUSTEE DAY OR TRUSTEE DAY & FRIDAY'S ANNUAL CONFERENCE

**Please note that registration is per person | Each person must register individually
There is no group registration, group discounts, or registration on behalf of someone**

1. Once you have logged into your contact record via the [ISACS Member Portal](#), click on the "EVENTS" tab in the black tool bar, click on "Browse & Register for Events", and then select the "ISACS 2023 Annual Conference / Trustee Day" icon.
2. This will direct you to the "ISACS 2023 Annual Conference & Trustee Day Microsite", click on "REGISTRATION" tab in the black tool bar, and then "Register Now" to begin the process.
3. Select the desired package for your conference attendance. From here you can select "Trustee Day Registration - Thursday Only" or "Trustee Day and Friday Annual Conference Registration - Both Days"
4. Follow the registration steps in sequential order using the blue "Next" button in the bottom right corner to advance. Make sure to answer all required questions AND select your sessions & lunch attendance. If the Friday sessions you would like to attend are full, please select another session.
5. **Payment:** ISACS has disabled the option to pay by credit card. Registrants will be prompted to select either the option to "Send me an invoice/pay at a later time" or "Bill My School." Once your registration is complete you will receive an invoice via email.
 - **For Registrants from OH Schools:**
 - **If your school is paying for your attendance:** Make sure that you select "**Bill My School**", then forward the invoice to your school's designated registration coordinator, and ISACS will work with them to make payment.
 - **If you are paying yourself:** Select either type of payment and then forward the invoice to your business office for payment or follow the instructions in the email to apply payment yourself.
 - **For Registrants from non-OH Schools:** Select either type of payment and then forward the invoice to your business office for payment or follow the instructions in the email to apply payment yourself.
6. Once registration is complete, you will receive a confirmation email with Trustee Day and/or Trustee Day/Annual Conference details including session & lunch selections.
7. Approximately one week prior to the Trustee Day/Annual Conference, you will receive a final confirmation email from ISACS. *Print this information and bring it with you to the conference. Your session schedule will not be available at the conference.*
8. **Need to Change Something?** Changes to your registration/badge information or session/luncheon schedule can be made by logging into the [2023 Annual Conference & Trustee Day Microsite](#) and accessing your registration. All changes must be made by **midnight on October 11, 2023.**

Questions regarding registration, please email programinfo@isacs.org