Registering Exhibitors for Badges

1. **Log in to WASB Portal**
    a. Login ID = your email address
    b. Password = Enter your WASB portal password.
    c. If you need help accessing the portal or navigating any of the following instructions, please email memberservices@wasb.org.

2. **Registering Exhibitors for badges**
    a. Hover over the "Register for Events" tab and click "Register."
    b. Select a contact from the dropdown list
        i. If contact is not listed use this link to add them to the system.
        ii. Return to the registration page and refresh the webpage. The newly added contact should now appear in the list for selection.
    c. Select "2026 State Education Convention" from the "Event" dropdown.
    d. Once sessions load, there should be a checkmark by "2026 State Education Convention"
    e. Select any additional events the individual wants to be registered for.
    f. Click the blue "Add Registration to Order" button.
    g. Repeat steps 4b-4f until everyone working your booth is added to the order.
    h. **If any booth attendee's convention registration does NOT equal zero**. Email memberservices@wasb.org. DO NOT complete the order. WASB will adjust price to zero for convention registration and complete the order. Note: Ticketed events will be charged at designated cost.
    i. **If all costs are correct** Select "Bill Me Later" (No invoice will be created if no cost is due).
    j. Click the green "Continue" button. (Booth attendees **are not registered** until this is done)
    k. A "Thank you for your order" screen will display when registrations are completed