

## **Registering Exhibitors for Badges**

### **1. Logging in to [WASB Portal](#)**

- a. Login ID = your email address
- b. Password = EducationConv!
- c. If you need help accessing the portal or navigating any of the following instructions, please email [memberservices@wasb.org](mailto:memberservices@wasb.org).

### **2. Viewing contacts associated with your organization**

- a. Everyone being registered for a badge needs to be in your contact list.
- b. Hover over the “Exhibitor Profile” tab and click “Exhibitor Contacts.”
- c. If all your desired contacts are in the system, skip ahead to Step 5.

### **3. Adding a person to your contact list**

- a. Hover over the “Exhibitor Profile” tab and click “Exhibitor Contacts.”
- b. Click the “+ Add” button atop the contact list.
- c. Fill in the required fields.
- d. Press the blue “Submit” button.
- e. Repeat until all contacts are in your list.

### **4. Removing contacts no longer with your organization**

- a. Hover over the “Exhibitor Profile” tab and click “Exhibitor Remove Contact.”
- b. Click on the pencil icon next to a contact to remove them.
- c. Enter the stop date.
- d. Press the blue “Submit” button.
- e. Repeat until all contacts no longer with your organization are removed. Please note that these contacts will remain visible in the system until the following day.

### **5. Registering team members for badges**

- a. Hover over the “Events” tab and click “Register.”
- b. Select a contact from the dropdown list (If contact is not listed, see Step 3).
- c. Select "2025 State Education Convention" from the “Event” dropdown.
- d. Once sessions load, there should be a checkmark by “2025 State Education Convention ~\$0.” If the registration fee is greater than \$0, email [memberservices@wasb.org](mailto:memberservices@wasb.org). Even if the price is incorrect, please complete the registration and the WASB will adjust the cost after receiving your email.
- e. Select any additional events the individual wants to be registered for.
- f. Click the blue “Add Registration to Order” button.
- g. Repeat steps 5b-5f until everyone working your booth is added to the order.
- h. Select “Bill Me Later” (No invoice will be created if no cost is due).
- i. Click the green “Continue” button. A “Thank you for your order” screen will appear.