

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. Viewing contacts associated with your organization

- a. **All booth** attendees must be in your contact list.
- b. Hover over the “Manage Contact” tab and click “Add/Edit/Remove Booth Attendees.”
- c. If all desired contacts are in your contact list, skip ahead to Step 4 otherwise continue to step 3.

3. Manage your organization contacts

a. Add Contacts

- i. Hover over the “Manage Contacts” tab and click “Add/Edit/Remove Booth Attendees.”
- ii. Click the “+ Add” button at the top of the contact list.
- iii. Fill in the required fields. **All Contacts must have a unique email address.**
- iv. Press the blue “Submit” button.
- v. Repeat until all contacts are in your list.

b. Remove Contacts

- i. Scroll to **Remove Exhibit Company Inactive Staff table**
- ii. Click on the pencil icon next to a contact to remove them.
- iii. Enter the stop date.
- iv. Press the blue “Submit” button.
- v. **Note:** these contacts will remain visible in the system until the following day.

4. Registering Exhibitors 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 3a).
- 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. A “Thank you for your order” screen will appear.