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## **How to Register for MSBA Training or Events**

1. Open the MSBA Portal	
Type your email address and password, then click <i>Login</i> .	If you don't know your password or have never logged in before, click the <i>Forgotten Password</i> link. An email will be sent to you so you can create a password.
3. At the top of the page, click the <i>Events</i> tab, then click <i>Register</i> .	Events • Membership • Association  Register  Organization Event Registrations
Ensure your name appears under the Contacts section.	Contacts  Select the contact that you want to register for events.  Contacts:  Your Name
<ol><li>Use the drop-down menu to select the event/training you want to register for.</li></ol>	Select an event to see the available sessions.  Event:
<ol> <li>Click Add Registration to Cart.</li> <li>Once clicked, it may take a moment before you can continue.</li> </ol>	Select an Event  Special Requests:  Special Requests  Add Registration To Cart
7. Select Bill Me Later or Credit Card.	
If the training/event has no cost, select <i>Bill Me Later</i> .	Select your payment type and click continue.   Bill Me Later
8. Click Continue.	○ Credit Card
<ol> <li>You will see a confirmation message on the screen and should receive a confirmation email shortly.</li> </ol>	THE Continue

Need help or have questions? Call 573-445-9920, ext. 303 or email registration@mosba.org.