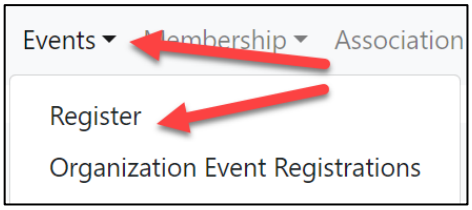
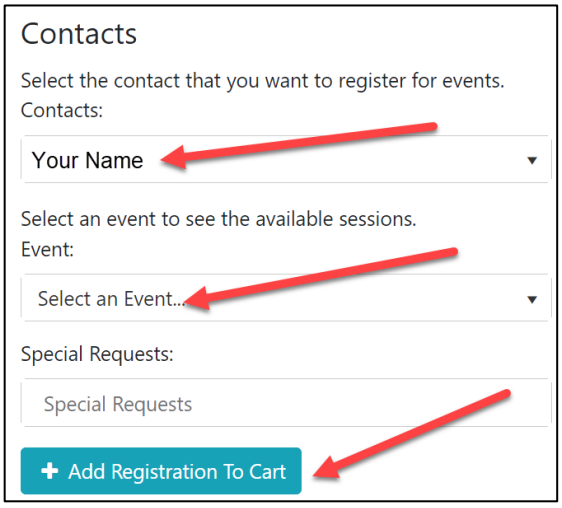
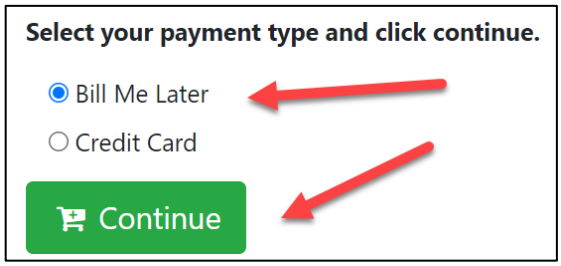
MISSOURI SCHOOL BOARDS' ASSOCIATION
www.mosba.org | 573-445-9920 | info@mosba.org | 2100 I-70 Drive Southwest, Columbia, Missouri 65203

How to Register for MSBA Training or Events

1. Open the MSBA Portal	
2. Type your email address and password, then click *Login*.	If you don't know your password or have never logged in before, click the *Forgotten Password* link. An email will be sent to you so you can create a password.
3. At the top of the page, click the *Events* tab, then click *Register*.	
4. Ensure your name appears under the Contacts section. 5. Use the drop-down menu to select the event/training you want to register for. 6. Click *Add Registration to Cart*. Once clicked, it may take a moment before you can continue.	
7. Select *Bill Me Later* or *Credit Card*. If the training/event has no cost, select *Bill Me Later*. 8. Click *Continue*. 9. You will see a confirmation message on the screen and should receive a confirmation email shortly.	

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