



**2022 Capital Conference and Trade Show**  
Nov. 13-15 at the Greater Columbus Convention Center

## How to register for the OSBA Capital Conference

[Register online for the OSBA Capital Conference!](#) To register for the conference, all attendees from the same school district should be registered by a district designee. OCSBA members who are registering individually can register online as well. OCSBA members registering as a firm, in addition to students, sustaining members, government employees and retired administrators, should contact Susie Cinadr at [scinadr@ohioschoolboards.org](mailto:scinadr@ohioschoolboards.org) to register.

### Beginning the registration process

Visit [www.ohioschoolboards.org/conference/registration](http://www.ohioschoolboards.org/conference/registration). On that page, click “log in” in the text to log in to the OSBA website using the email and password associated with your OSBA account. You can reset your password if needed.

**This is your district or company’s conference registration webpage.  
You can return to it at any time to add or modify your registrations.**

### If the person being registered is a member of your district’s roster

1. Click “New Registration” to add a registration for this person.
2. Select this person in the “Select Person” dropdown list.
3. The registration must include the person’s email address.
4. You can add on special events by checking the boxes under “Select Add-on Option.”
5. Select “Continue” to complete the paid portion of this person’s registration.
6. The new registrant will show in the list of district registrations. You may use the “New Registration” button to add additional registrants from your district.

### If the person is not a member of your district’s roster or doesn’t show in the “Select Person” dropdown menu

1. Click “New Registration” to add a registration for this person.
2. Select “SOMEONE NOT LISTED” at the bottom of the “Select Person” dropdown list.
3. You can add on special events by checking the boxes under “Select Add-on Option.”
4. Select Continue to add this person’s information, including name, title, email address and phone number.
5. Select Continue to complete the paid portion of this person’s registration.

## Adding guests to paid registrations

(Note: Spouses may attend the conference for free, but must be registered to receive an official badge.)

1. After the paid registration has been completed, the option to “Add Guest” will show on the district or company’s registration webpage.
2. Click “Add Guest,” and Select “SOMEONE NOT LISTED” in the “Select Person dropdown menu. You can add any special events the guest may be attending. Click “Continue.”
3. Add the guest’s name and contact information and click “Continue.

## Adding, modifying, transferring an Add-on event or canceling a registration

You can add/delete/modify your district registrations at any time through noon on Oct. 28. [View conference cancelation policies.](#)

1. On the conference registration webpage, you can see each person’s registration and any guests or add-ons selected.
2. To add a special event, click the “Add” button in the event column in the row with the person’s registration. The event will immediately be added to the registration.
3. To delete an add-on from a registration, click the red trashcan next to the item. The event will immediately be deleted.
4. To transfer a special event to another attendee, click the transfer arrows. Select the person to transfer the event to in the “Transfer to” dropdown menu, and click “Continue.” The event will immediately be transferred to the other attendee.
5. To delete a person’s registration, click the red X box. Note, this must be done by noon on Oct. 28 in order to not be charged for this registration.

## Attendees with Special Needs Accommodations

When adding a New Registration, please note any special needs for the attendee in the “Special Accommodations” section of the registration page. To indicate any special dietary needs for a luncheon or dinner registration, please click the fork and knife icon that appears after the registration has been added. For special housing accommodations or mobility needs, please email those requests to Susie Cinadr at [scinadr@ohioschoolboards.org](mailto:scinadr@ohioschoolboards.org).

## Changing your housing contact

Your housing contact is listed in the upper right of the registration confirmation webpage. Select “Change contact” to select the person to receive this information. [View information on the conference housing process.](#) **Your housing contact will receive an email with housing information after the registration process is completed.**

## Adding a purchase order for payment for the conference

The right column of the registration confirmation webpage shows a summary of your district’s registration. You must select “Add PO Number” to add a purchase order to this order. If your district submitted a purchase order to cover all registration fees, you will be invoiced after the event.

## Receiving a confirmation of this order

To receive an email confirmation, click “Email Me a Confirmation.” Note that you can continue to make changes to this registration up to 5 p.m. on Nov. 11. After this date, you can register on-site at the event. You may choose to email your confirmation at any time.

## Need help?

Contact OSBA’s Susie Cinadr at (614) 540-4000 or [scinadr@ohioschoolboards.org](mailto:scinadr@ohioschoolboards.org) with any questions.