

Instructions for Online Registration
FSBA Day In the Legislature
March 24-26, 2010

If you plan to attend the FSBA Day in the Legislature Conference, please complete the online registration form by **Friday, March 12, 2010**. To register, follow these steps:

- Step 1: Click on the "Online Registration Form" link posted on the FSBA website above these instructions.
- Step 2: Enter your e-mail address and click "Go"
- Step 3: Click on the box to the left of each name that is to be registered for the Forum and then click on "NEXT" (*Up to eight boxes may be checked in this section*).
- Step 4: Review "Submitted by Information" for accuracy and input any changes.
- Step 5: Add any special dietary directions (*located on the left hand side of the web page on the left-hand side*).
- Step 6: Click on circle to the right of each name that appears in column 1 to tabulate all registration fees for the Day In the Legislature (*located at the bottom of the web page*).
- Step 7: Identify the payment method by clicking on the appropriate circle. If a district purchase order (P.O.) is selected, enter the P.O. number in the box; if the number is unknown, enter the word "pending" in the box (*right-hand side of web page under the section entitled "Payment Information"*).
- Step 8: Click "Submit Registration" (*bottom right-hand corner of the web page*).

If these directions are properly followed, an e-mail message confirming receipt of the registration form will automatically be generated and sent to FSBA staff and the person who submitted the registration form.

To cancel attendance for the Day in the Legislature, notify Jan Norris in the FSBA office at 850/414-2578. **The cancellation date for refunding the registration fee is 5:00 p.m. on Friday, March 12, 2010.**

If you have any questions, please do not hesitate to contact Jan Norris by phone at 850/414-2578, by fax at 850/414-2585, or by e-mail at norris@fsba.org.