



NSBA Group Registration Guide

Convention Management Resources, Inc.

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Logging in to the Group Registration Website

URL: <https://corereg.cmrus.com/nsba2027/group>

Upon arriving to the group registration, you'll click the 'Manage District Registration' button on the homepage.



The National School Boards Association has partnered with Convention Management Resources as the official provider of registration and housing services for the NSBA 2027 Annual Conference and Exposition.

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Please refer to our [Terms Of Service](#) and [Privacy Policy](#).

Need Help? See [Frequently Asked Questions](#) | [Contact Support](#)

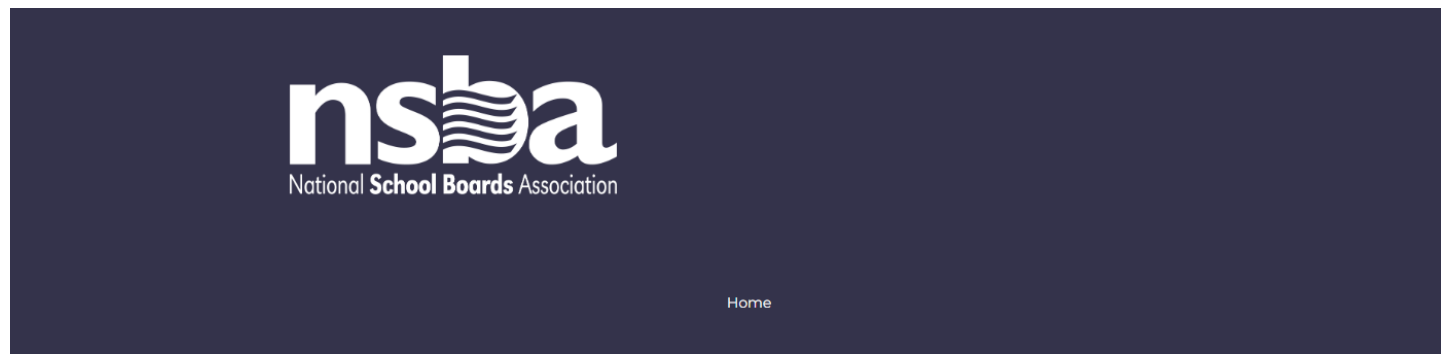


After clicking the 'Manage District Registration' button you will be sent to my.NSBA.org to log in. If you are already logged in to your NSBA account, you'll be automatically sent back to group registration and logged in.

If you are not logged in to your NSBA account, you'll be required to enter your username and password and click the 'Login' button.

Upon validation of your username and password you'll be logged in the group registration website.

If you're unsure of your username and password, you may contact info@nsba.org.



[Home](#)

LOG IN

Email / Username

Password

☒ Remember me

[Forgotten Password](#)

[Log in](#)

Not registered yet?

[Register now](#)

WELCOME TO THE NEW MEMBERSHIP PORTAL

This portal can be used to manage your contact information, school district information, memberships and services, and register for events. Once you get logged into the system you can use menu at the top of the screen to navigate through the system.

We have sent all members emails containing their default username and passwords. Please update/change your password once you log into the system.

If you have any questions, please contact the Association Office.

Create Your Group Registrar Profile

You will create your Group Registrar profile upon logging in. Think of this as your contact card; this is not a conference registration. Your registrar profile will be kept on file.

District/Board Registrar Profile

Please enter the fields below and continue.

First Name *

Last Name *

 ✓

Title

Email Address *

School District/Organization Name *

Address 1 *

Address 2

 ✓

City *

State *

 ▼

Country *

 ▼

Zip Code *

Daytime Telephone *

Previous

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Register an Individual Member

A panel will appear on the left-hand side of the screen with a list of all your school board members. Once you find the Individual you wish to register, select their name and proceed with the registration process. Please note: if you see an individual's name that is grey and you are unable to click, this means the individual has already been registered. For this reason, you will not be able to select them.

School District / Board Roster

TEST 1 School District

Cornejo, Carlos →

Lamberk, Jean →

Long, Matthew →

Luro, Joanne →

Moss, Erin →

Orlando, Justin →

Smithson, Eduard →

Webb, Anna →

test, test →

Hello Erin

Registering has never been easier. Follow the below steps to begin registering your School Board members. You can also access more detailed instructions on how to register your staff using the official [NSBA Group Registration Guide](#).

Step 1: Select the the participant you wish to register from the left side menu.
Step 2: Complete the participant profile page.
Step 3: Register for the Annual Conference and any desired optional items.
Step 4: On completion of the registration you'll arrive back at this page and be able to register additional participants.
Step 5: Repeat the previous steps until you're registered all your members.

Need to make updates to your roster? Return to your [roster management](#) page at nsba.org.

If you have additional School Boards you represent which you need to register members, [switch School Boards](#).

School Board Registrations | Self-Registrations

Confirmation	First Name	Last Name	Reg Type	Total	Profile	Registration	Guests	Confirmation
--------------	------------	-----------	----------	-------	---------	--------------	--------	--------------

If you are unable to locate the member you wish to register, please make updates to your roster by returning to your roster management page at nsba.org.

After selecting the individual, you will be directed to the primary profile page where you will confirm the individual's basic information: First Name, Middle Initial, Last Name, Country, Zip Code, and E-mail Address. The email address here is unique to the individual and cannot be changed. Fields with an asterisk are required to proceed with the 'Next' button.

Your profile

Please enter the fields below and continue.

Member ID *	First Name *
615185	Erin
Middle Initial	Last Name *
	Moss
Nickname for Badge	Title for Badge *
	Board Member ✓
School District/Organization Name *	Mailing Address 1 *
TEST 1 School District	1680 Duke St
Mailing Address 2	City *
	Alexandria
State *	Zip Code
Virginia ▼	22314-3474
Country *	Daytime Telephone *
United States ▼	415-905-0130 ✓
Business Phone	Mobile Phone
Business Fax	Registrant's Email Address *
	emos@cmrus.com
Emergency Contact Name *	Emergency Contact Phone Number *
Test Test ✓	415-905-0130 ✓

Previous

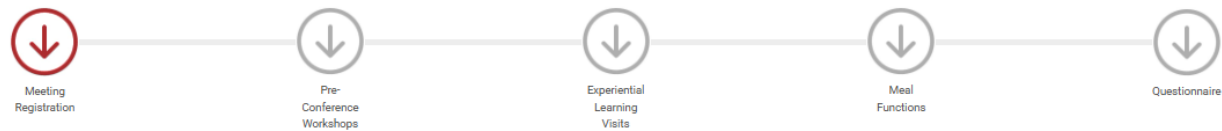
Next

If you have an invitation code for the registration that you are processing, enter that code into the popup box. If you do not have an invitation code, click on 'No, continue without a code'.

Do you have an invitation code?

If you have received an Invitation Code enter it here

Select to register for the Annual Conference or the NSBA Online Experience and then continue throughout the registration pages by selecting the Next button on each page. If you encounter any Session Conflict error messages, it is due to selecting sessions that conflict with one another. You can remedy this by de-selecting one of the conflicting sessions. Should you need any assistance, please [send us a message](#) through the [NSBA Registration & Hotel Support Center](#).



Conference Registration

National School Boards Association Annual Conference & Exposition

NSBA Meeting Registration	Advanced Early Bird 8/26 - 12/4/2026	Early Bird 12/5 - 1/8/2027	Standard (Regular) 1/9 - 4/1/2027	Onsite 4/2 - 4/4/2027
State Association Staff/Officers , CUBE and NatCon Districts and COSA Members	\$715.00	\$825.00	\$935.00	\$1,500.00
Alumni Members	\$845.00	\$945.00	\$1,045.00	\$1,350.00
Individual Members	\$870.00	\$990.00	\$1,170.00	\$1,275.00
Districts in Member State Associations	\$935.00	\$1,045.00	\$1,160.00	\$1,500.00
Unaffiliated School Board Members & General Public	\$1,020.00	\$1,160.00	\$1,375.00	\$1,500.00
Corporate	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
NSBA Online Experience Registration				
All Attendees <i>Online access includes three live-streamed keynote sessions + on-demand access to keynote recordings..</i>	\$250.00	\$250.00	\$250.00	\$250.00

- ☒ NSBA 2027 Annual Conference Registration \$715⁰⁰
- ☐ NSBA Online Experience Registration \$250⁰⁰

Next



Meeting
Registration



Pre-
Conference
Workshops



Experiential
Learning
Visits



Meal
Functions



Questionnaire

Pre-Conference Workshops (Optional Add-on)

Our Pre-Conference Workshops offer in-depth, hands-on learning experiences. Pre-Conference Workshop fees are optional, and fees listed are in addition to full conference fee.

For a list of full Pre-Conference Workshop descriptions [click here](#).

Pre-Conference Workshops – Friday 4/2 (Please Select One)

☐ Ready, Set, Govern: The Key Work of School Board Members | 9:00 am-12:00 pm \$200⁰⁰

Rural Education Breakfast | 9:00 a.m. - 10:15 a.m. \$110⁰⁰

Joint Council Breakfast | 9:00 a.m. - 10:15 a.m. \$110⁰⁰

New Pre-Conference Workshops Notification

Please indicate whether you are interested in receiving information about additional pre-conference sessions as they become available.

- ☐ Yes, I'm interested. Please notify me when options become available.
☒ No, I'm not interested at this time.

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Meeting
Registration



Pre-
Conference
Workshops



Experiential
Learning
Visits



Meal
Functions



Questionnaire

Experiential Learning Visits (Optional Add-on)

Experience education in action with our Off-site Experiential Learning Site Visits. Site Visit fees are optional, and fees listed are in addition to full conference fee.

For a list of full Site Visit descriptions [click here](#).

New Experiential Learning Visits Notification

Experiential Learning Visits are planned for Friday, April 2, from 8:30 a.m. – 12:00 p.m. Additional details and available visit options will be announced soon. Please indicate whether you are interested in attending.

- ☐ Yes, I'm interested. Please notify me when options become available.
☒ No, I'm not interested at this time.

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Meeting
Registration



Pre-
Conference
Workshops



Experiential
Learning
Visits



Meal
Functions



Questionnaire

Meal Functions

Your CUBE Urban Night Out (UNO) Complimentary Ticket

CUBE Urban Night Out (UNO) will be located at an offsite venue with more details to come in the future.

Please check the box if you wish to attend.

☐ CUBE Urban Night Out (UNO) - *Saturday, April 3, 7:30 p.m. - 10:30 p.m.*

Additional CUBE Urban Night Out (UNO) Tickets (for purchase)

Enter the number of tickets below you wish to purchase. Each ticket is \$150.00.

CUBE Urban Night Out (UNO) - *Saturday, April 3, 7:30 p.m. - 10:30 p.m.* \$150⁰⁰

NSBA Welcome Reception

Please RSVP below. There is no charge for this event and it will be hosted on the Expo Floor of the Walter E. Washington Convention Center. This reception is for registered attendees and registered guests only.

Friday, April 2, 4:00 p.m. - 5:30 p.m.

☐ Yes, I plan on attending.

☒ No, I do not plan on attending.

Meal Functions

Dine with your school board colleagues and NSBA council boards while hearing from distinguished speakers at these popular events.

Fees are in addition to the full Conference fee. Enter the quantity of tickets needed for each meal function in the boxes below.

Both the breakfast and luncheon will be held at the Walter E. Washington Convention Center.

CUBE Urban Night Out (UNO) will be held at an offsite venue, with more details to come.

Magna Awards Breakfast - *Saturday, April 3, 9:00 a.m. - 10:15 a.m.* \$110⁰⁰

Council of Urban Boards of Education Luncheon - *Saturday, April 3, 12:30 p.m. - 2:00 p.m.* \$110⁰⁰

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If you are adding Guest registrations, click on the 'Add Guest' icon. Please be sure to select the appropriate Type of Guest (Guest or Child). You may add more than one guest by selecting the icon again after each added guest.

School Board Registrations

Self-Registrations

	Confirmation	First Name	Last Name	Reg Type	Total	Profile	Registration	Guests	Confirmation
	591989	Lee	Markham	CUBE	\$715.00				

Guest registration

Please select the type of guest you wish to register and proceed.

Annual Conference Guest Registration

Child Guest Registration (18 years and under)

<

Go back

Once you have completed the registration process, you will be back in the 'Lobby' where you can continue to register additional attendees. You may also use the icons next to the registered attendee to edit their profile, their registration, or send a confirmation email.

Book Hotel

Before booking hotel reservations, please be sure that you have registered all individuals in your group. Once their registrations are confirmed, select “Book Housing” button in the Main Lobby Menu to begin the process.

District Profile

Reports

Book Housing

School District / Board Roster

TEST 1 School District

Cornejo, Carlos →

Lambers, Jean →

Long, Matthew →

Luro, Joanne →

Moss, Erin →

Orlando, Justin →

Hello Erin

Registering has never been easier. Follow the below steps to begin registering your School Board members. You can also access more detailed instructions on how to register your staff using the official NSBA Group Registration Guide.

Step 1: Select the participant you wish to register from the left side menu.

Step 2: Complete the participant profile page.

Step 3: Register for the Annual Conference and any desired optional items.

Step 4: On completion of the registration you'll arrive back at this page and be able to register additional participants.

Step 5: Repeat the previous steps until you've registered all your members.

Need to make updates to your roster? Return to your roster management page at nsba.org.

If you have additional School Boards you represent which you need to register members, switch School Boards.

School Board Registrations

Self-Registrations

Confirmation	First Name	Last Name	Reg Type	Total	Profile	Registration	Guests	Confirmation
400961	Erin	Moss	Regular - Nonmember State (non-Council)	\$1,020.00				
400965	Test	Test	Child Guest Registration	\$0.00				

Once you have reached the Housing website, you will see all registered individuals listed at the bottom of the page, under the header “Attendees Not Reserved Yet.”

Multi-Res Management

Reservations

Account Info

This website is to book hotel rooms for general attendees to NSBA’s Annual Conference. Proceed to the “Account Info” tab above to begin.

FOR STATE ASSOCIATION LEADERSHIP ATTENDEES ONLY:

Need to book State Association leadership members at the headquarters hotel, Marriott Marquis Washington, DC?

Step 1: When you are done reserving your **non-Leadership** registrants in the general attendee block on this website, please proceed to the State Association’s dedicated housing website [HERE](#).

Step 2: Once on the State Association housing site, you will first need to click the Logout button in the lower left.

Step 3: Proceed to book the reservations.

Note: *You will need your State Code to access your state’s room allotment.*

You cannot book the State Association Leadership block if you have not received direct communication from your State Association providing you with a State Code. If you have not received such communication, you must proceed to book within the general Attendee block on this site.

Welcome to the Multi Reservation Site for Alberta School Boards Association, Lee Markham (b17f6b67-f582-475e-bc57-3f3ffcd2f51a). You have not previously logged on.

Attendees Not Reserved Yet

These are the registered members for your group.

Registration ID:	First Name:	Last Name:	
591234	Lee	Markham	☒ Book
591989	Lee	Markham	☒ Book
Book Reservations			☒ Check All

Before making any reservation, you must first submit a credit card that will be used to guarantee all reservations. This card will be used for guarantee purposes only and will not be charged at the time of reservation. The card will only be charged if the reservation is canceled after cancellation deadline has passed or if the individual fails to check-in on the confirmed arrival date. If you wish to guarantee each reservation with different credit cards, you may make this change after initial reservations are confirmed.

To submit a credit card for the group reservation, please select “Account Info” and fill out all required information, then select “Update Account.”

Multi-Res Management

Reservations

Account Info

Multi-Res Contact Information

First Name*

Erin

Last Name*

Moss

Organization*

Test 1 School District

Address1*

Test

Address2

City*

Alexandria

State*

Virginia

Zip*

22314-3474

Country*

United States

Email*

emoss@omrus.com

Phone*

1

Fax

Financial Information:

Credit Card Number*

xxxx-xxxx-xxxx-1111

Cardholder Name*

Erin Moss

Card Type*

Visa

Expiration Date*

01

2032

[Update Account](#)

Update existing reservations: ☐ Contact information ☐ Financial information

Once you have updated all the information, the page will refresh and show appropriate information, including the last four digits of credit card used for guarantee. Once you have confirmed everything is correct, you may select "Reservations" tab to continue.

Once you are back on the "Reservations" tab, you should now see checkboxes to the right of each attendee name to indicate whether you wish to book a hotel room for the individual. Select all the individuals you wish to book rooms for, and then select the "Book Reservations" button.

Multi-Res Management

Reservations

Account Info

This website is to book hotel rooms for general attendees to NSBA's Annual Conference. Proceed to the "Account Info" tab above to begin.

FOR STATE ASSOCIATION LEADERSHIP ATTENDEES ONLY:

Need to book State Association leadership members at the headquarters hotel, Grand Hyatt San Antonio?

Step 1: When you are done reserving your **non-Leadership** registrants in the general attendee block on this website, please proceed to the State Association's dedicated housing website [HERE](#).

Step 2: Once on the State Association housing site, you will first need to click the Logout button in the lower left.

Step 3: Proceed to book the reservations.

Note: You will need your State Code to access your state's room allotment.

You cannot book the State Association Leadership block if you have not received direct communication from your State Association providing you with a State Code. If you have not received such communication, you must proceed to book within the general Attendee block on this site.

Welcome to the Multi Reservation Site for Test 1 School District, Erin Moss (414416). You have not previously logged on.

Attendees Not Reserved Yet

These are the registered members for your group.

Registration ID:	First Name:	Last Name:	
400813	Joanne	Luro	☐ Book
400885	Erin	Moss	☒ Book
400961	Erin	Moss	☐ Book
400779	Jeremy	Moss	☐ Book
400781	Ayla	Moss	☐ Book
400811	Justin	Orlando	☐ Book
400806	Eduard	Smithson	☐ Book
400795	Testg1	Test	☐ Book
400965	Test	Test	☐ Book
400784	Anna	Webb	☐ Book
			☐ Check All

Book Reservations

You should now see the hotel selection page. From this page, select the earliest possible arrival and latest possible departure date for all rooms. After you change criteria on the top of the page (Arrival Date, Departure Date, Occupancy, Sort List by, and # Rooms), the page should automatically refresh to show you the available hotels. Once you have identified the preferred hotel, by selecting the appropriate "Select" button on the right-hand side of the corresponding hotel.

Hotel Filter
[Clear Filter](#)

Hotel Brand

Neighborhood

Any Neighborhood

Amenities

☐ Free Wi-Fi Access
☐ Free Breakfast
☐ Free Fitness Center
☐ Business Center
☐ 100% Smoke Free

Rates

269
to
485

MinMax

General Attendee Room Block

If you are with **National Connection**, **CUBE**, or a **General Attendee**, proceed below to book your hotel.

State School Board Associations
State associations making reservations for state-level association executive directors, staff, officers, or delegates at the conference headquarters Marriott Marquis Washington, DC may book through the dedicated [State Associations housing website](#). You will need your state's six-character state code to make reservations.

Note: The State Associations housing site is for NSBA Member State Association personnel only, not local or regional school districts.

COSA School Law Seminar
Registrants for the COSA SLS may book in their dedicated room block at the [Westin DC Downtown](#), or in any available hotel in the General Attendee block on this page. Your COSA registration ID is required to book in the dedicated COSA room block but not in the general attendee block.

Important Attendee Deadlines:

Friday, March 5, 2027 - Last day for NSBA Housing to receive advance hotel check deposits. Checks received after this date will be returned.

Friday, March 12, 2027 - Your confirmed hotel has the right to charge credit cards for an advance deposit of one night's rate and tax per room.

Friday, March 19, 2027 - Last day to request cancellations, changes, or new reservations through **General Attendee Housing based on availability**.

Tuesday, March 23, 2027 - Reservation changes/cancellations should be made directly with your confirmed hotel.

Annual Conference Headquarters Hotel: Marriott Marquis Washington, DC

Important Hotel Payment & Credit Card Information:
Please download and carefully review all [hotel payment and credit card policies & procedures](#).

Enter the date of the earliest arrival and the date of the latest departure as your range of dates. Then, select the number of rooms needed. The list will display only those hotels that meet all of the criteria you entered. Select your preferred hotel to proceed.

Arrival Date

2027-04-01

Departure Date

2027-04-05

Occupancy

Single - 1 Adult

Sort List by:

Distance to Convention Center

Rooms

2

☐ Select All Hotels | [Clear Selected Hotels](#)

View Amenities for Checked Hotels



Marriott Marquis Washington, DC
901 Massachusetts Avenue Northwest
Distance to Convention: Adjacent
Headquarters Hotel

\$379.00

Select

1 King or 2 Doubles

☐ Check to Compare

** No shuttle provided. Hotel is across the street from the convention center.

[Show Hotel Details](#)
[Show Availability](#)



Courtyard Washington Downtown/Convention Center
901 L Street Northwest
Distance to Convention: Adjacent

\$329.00

Select

1 King or 2 Queens

Once you have selected the hotel, you will see all the individuals that you are booking rooms for. You may select "Prefill Information" for each attendee to fill out their individual information. Their info will be taken directly from their registration information and you may edit them as you see fit. You may also select "Submit Attendees" to simply fill out all their reservation with your information (address and email address).

Selected Hotel, Dates, and Occupancy



Marriott Marquis Washington, DC

Arrival Date Thursday, April 1, 2027

Departure Date Monday, April 5, 2027

Occupancy Single - 1 Adult

Room Type 1 King or 2 Doubles

Rate \$379.00 [View Rate Details](#)

[Change](#)

Enter Attendee Names

First Name*

Last Name*

1)

Lee

Markham

591234

[Prefill Information](#)

2)

Lee

Markham

591989

[Prefill Information](#)

[Submit Attendees](#)

After confirming all reservations, you will see a Reservation Summary page with details. You may select to Edit, Cancel, or Send Confirmation email for each reservation. You may also select "Download List" to obtain a copy of this Reservation Summary

Reservation Summary

A detailed listing of all confirmed and any cancelled reservations for your group appears below.

Grand Hyatt San Antonio

Last/First Name: Moss/Erin
Conf#: 59361454
Registration ID: 400885

Occupancy: Single
Arrival: 2026-04-08
Departure: 2026-04-13

[Edit](#) [Cancel](#) [Send Confirmation](#)

La Quinta Inn & Suites San Antonio Riverwalk

Last/First Name: Moss/Erin
Conf#: 59359173
Registration ID: 400775

Occupancy: Single
Arrival: 2026-04-08
Departure: 2026-04-13

[Edit](#) [Cancel](#) [Send Confirmation](#)

Last/First Name: Test/Test
Conf#: 59359174
Registration ID: 400778

Occupancy: Single
Arrival: 2026-04-08
Departure: 2026-04-13

[Edit](#) [Cancel](#) [Send Confirmation](#)

[Download List](#)

Please note that “Conf#” refers to the hotel confirmation number and “Registration ID” refers to the registration confirmation number for the individual.

Submit Payment

To submit credit card payments towards the group account, select the shopping cart icon from the Main Menu. As a quick note, you may also see how much has been charged to the account and how much payment has been submitted to date.

All balances must be paid by March 19, 2027. If you are mailing a check, please allow 2-3 weeks for mailing and processing – **be sure to postmark your check by March 5, 2027.** If your account still has a balance once the NSBA Annual Conference & Exposition is underway in Washington DC, the individual school board members will not be able to pick up their badges until full payment has been received.

nsba 2027 APRIL 2-4
Washington, DC
The Conference for Public Education Leaders

Shopping cart: \$1,020.00 Save and exit

Hello Lee

Registering has never been easier. Follow the below steps to begin registering your School Board members. You can also access more detailed instructions on how to register your staff using the official [NSBA Group Registration Guide](#).

Step 1: Select the the participant you with to register from the left side menu.
Step 2: Complete the participant profile page.
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Step 4: On completion of the registration you'll arrive back at this page and be able to register additional participants.
Step 5: Repeat the previous steps until you're registered all your members.

Need to make updates to your roster? Return to your [roster management](#) page at nsba.org.

If you have additional School Boards you represent which you need to register members, [click here](#). From the next page click the 'Manage District Registration' button.

School Board Registrations		Self-Registrations						
Confirmation	First Name	Last Name	Reg Type	Total	Profile	Registration	Guests	Confirmation
592689	Vivian	Abboud	International Partner	\$1,020.00				

Registration Summary

District Registrant	Signup Qty	Fee
Erin Moss	1	\$1,020.00
Registration Summary		
NSBA 2026 Annual Conference Registration	1	\$1,020.00
Guest Registrants		
No guests registered		

Payments

Date	Method	Reference #	Amount Paid
08/19/2025	Purchase Order		\$0.00

Proceed to Checkout

Cancellations & Refunds for Registration will be accepted through Thursday, February 26, 2026 with a full refund less a \$150 processing fee.

Registration Cancellations received on or after Friday, February 27, 2026 will not be refunded.

Subtotal: \$1,020.00
District Balance Due: \$1,020.00

If you feel that the payment info is incorrect, please [send us a message](#) through the [NSBA Registration & Hotel Support Center](#).

After selecting 'Proceed to Checkout', you may fill in the billing information and select Submit Payment. If you have previously made payments, you will also see past transaction history at the top of this page.

Checkout

If making multiple payments select the attendees you wish to pay for and then process payment. After payment is processed, select the next group of attendees and pay. If paying for all attendees in one payment, select the checkbox at the top of the list. For completed payment transactions you'll be able to email or print payment receipts.

#	Attendee	Email address	# cart items	Total fees
☒	1 Erin Moss	emoss@icmrus.com	1	\$1,020.00
Registration Summary				
	NSBA 2026 Annual Conference Registration		1	\$1,020.00
Guest Registrants				
No guests registered				

Cart summary

Total attendees 1
Total fees \$1,020.00
Amount already paid \$0.00
Amount due \$1,020.00
Total fees of selected participants \$1,020.00
Amount still due after payment of selected \$0.00

Deadlines & Reminders

Cancellations & Refunds for Registration will be accepted through February 26, 2026 with a full refund less a \$175 processing fee.

Registration Cancellations received on or after February 27, 2026 will not be refunded.

District billing information

Billing Address

1680 Duke St
Address 2
City Alexandria State/Province Virginia Zip/postal code 22314-3474

Method of District payment

Payment method (select either a credit card or Purchase Order option from dropdown menu)

American Express
First name on card Erin Last name on card Moss
Credit card number Expiration month Please select - Expiration year Please select - CVV

Purchase orders including payment should be sent to:

Secure Fax: (415) 216-2535
Email: nsbasupport@icmrus.com
Mail to: National School Boards Association
P01 Rev 1R15

After submitting payment, you may select 'Exit and Return to Lobby' button at the top left-hand side of the screen to return to the main page.

Purchase Order Payments

By submitting a Purchase Order as payment, you agree to remit payment no later than 15 days prior to the event.

If your state has a specific statute that requires payment to be remitted following the event, please send an email to memberservices@nsba.org. Payment must be remitted within 30 days immediately following the event. Failure to do so may result in the assessment of a 10% late fee after second notice. Please email [\[nsbasupport@cmrus.com\]](mailto:nsbasupport@cmrus.com) if you will be remitting payment following the event.

Any POs (Purchase Order) left outstanding after 60 days will result in a suspension of account and the inability to register for future events. Suspension will be reversed when all outstanding POs and late fees are paid.

Purchase Orders are accepted for registration fees only (meeting, site visits, meal events). We do not accept Purchase Orders for hotel reservations.

A copy of your purchase order must be submitted via email to [\[nsbasupport@cmrus.com\]](mailto:nsbasupport@cmrus.com).

Please email us if you have not yet received an invoice for registration fees or your hotel reservations.

Check Payments

Do not combine registration and hotel deposit checks. **Hotel room checks must be paid separately from conference registration.**

REGISTRATION CHECKS MUST BE MADE PAYABLE TO:

**National School Boards Association
PO Box 1815
Merrifield, VA 22116-8007**

Please include a copy of your invoice when mailing your registration check.

HOTEL DEPOSIT CHECKS

Click [here](#) to see all hotel deposit and credit card policies & procedures.

Please note that hotel payments are made separately from conference registration payments.

Request an invoice with complete payment instructions by [sending us a message](#) or calling NSBA Registration & Housing Contact Center at 800.616.8210 (Toll-Free U.S. & Canada) or +1.415.979.2264 (all other countries) Monday - Friday, 9 a.m. - 9 p.m. (Eastern Time) / 6 a.m. - 6 p.m. (Pacific Time).