Registration Instructions for NSBE Jr Advisors

NSBE Jr students must be registered with Chaperones and cannot register alone. NSBE requires groups maintain a 1:6 chaperone to student ratio to ensure adequate safety and supervision of students under 18.

To register yourself, other chaperones, and your students for the Annual Convention, please complete the following steps:

1. Navigate to [www.nsbe.org](http://www.nsbe.org) and login using the Account Log-In. Use the following as your login:
   - **Username:** email address
   - **Password:** password
2. Once you are logged in, click on the **MY PROFILE** link in the yellow box to get into NSBECONNECT.

3. Under the list of **MY ACTIVITIES**, click on the **Register for an Event** link.

4. Click **Register for this Meeting** for the event that you want to register for.
5. Choose the “Register as a Chaperone” option.

<table>
<thead>
<tr>
<th>Role</th>
<th>$50.00</th>
<th>$50.00</th>
<th>$125.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Affiliate Member</td>
<td>$99.00</td>
<td>$110.00</td>
<td>$140.00</td>
</tr>
<tr>
<td>Professional Affiliate Member - Day Pass</td>
<td>$99.00</td>
<td>$99.00</td>
<td>$99.00</td>
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<tr>
<td>Regional Leadership</td>
<td>$60.00</td>
<td>$50.00</td>
<td>$99.00</td>
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*PLEASE NOTE: You do NOT need to select a registration type unless you are using the Chaperone, PO Box, or Day Pass type. The system auto-selects the correct price based on your purchase information.

6. Select your NSBE Jr chapter in the drop down menu, and click **Continue**.
7. **PLEASE NOTE:** You do **NOT** need to select a registration type unless you're using the Chaperone. The system automatically gives you the correct price based on your profile information.

Add all your students and chaperones. To register your students and chaperones, complete the following steps:

a. Register your chaperones first. If you do not add your chaperones first, you will receive an error message when you exceed the 1:6 ratio. (Note: each chaperone should have a profile in the NSBECONNECT system. They can create one at [www.connect.nsbe.org](http://www.connect.nsbe.org). If your chaperone’s name is not in the “Chaperone Name ” drop-down list, add them under the “ADD A ATTENDEE” field (Note: you must know the chaperone’s email address to add them).
b. Add your NSBE JR members from the “NSBE Junior Member” drop-down list. If you cannot locate the member name:
   1. They are not an active member
   2. They are an active member but they are not a part of your chapter roster

Please contact membership@nsbe.org for assistance in updating your roster.

c. Once you have added all your chaperones and NSBE JR members, please click on the “PROCEED TO CHECKOUT” tab.

8. Please review your order. If you have a PROMO code, please enter it BEFORE you make your payment. Click on the “Check Out” tab to continue.

9. Once reviewed, click the “Complete Order” tab.

10. A confirmation email will be sent to the email address associated with your profile.

It is very important that you pay for your group’s registration BEFORE the deadline. If you do not make a payment on your registration fee, then your invoice will be cancelled and you will have to re-register at the higher rate.