

## PLEASE REVIEW PRIOR TO REGISTERING

### IMPORTANT REGISTRATION TIPS

- To register for any ISACS event, including the 2022 Heads Conference, you **MUST** be logged into your contact record. See below “CREATE A NEW/SIGN INTO CONTACT RECORD”.
- This event is for fully vaccinated individuals. During online registration, you will be prompted to verify that you are fully vaccinated against the COVID-19 virus.
- **Guests (Spouses/Partners):** Must follow the Health and Safety Protocols and be fully vaccinated. At this point, guests are **ONLY** allowed to attend ticketed functions: the Art Institute Session on Thursday Afternoon and/or the Thursday Night Reception & Dinner. If any guests plan to attend conference sessions or lunches, please contact Karen Zeitlin at [karen@isacs.org](mailto:karen@isacs.org), to confirm space availability as the conference approaches.
- **With this new system and with social distancing, we highly recommend that Heads of Schools register themselves to assist with Covid Protocols.**
  - **HEADS:** During online registration to assist ISACS with social distancing and conference planning, you will be required to log into your contact record and update it, then pre-select your conference sessions, luncheon attendance, and dinner attendance (where you will need to make a meal selection). During online registration, you also can purchase Guest Tickets for The Art Institute on Thursday Afternoon and/or the Thursday Night Reception & Dinner.
  - **HEADS’ ASSISTANTS:** If you need to register your head, you must **LOG INTO** the [ISACS Member Portal](#) with your heads’ email address and password. At this time, you **CANNOT** log in as yourself and register your head. If you plan to register your head, please have in advance their session selections, meal selection (choice of short rib, salmon, vegetarian for the Thursday dinner), and if they are bringing a guest to dinner (guest information including vaccination status & meal choices) and/or if their guest would need a ticket to the Art Institute Session on Thursday.
- **Thursday Reception & Dinner:** If the head (or guest) is attending the Thursday Reception & Dinner, main course selections are **REQUIRED** during registration. Please select from the following:
  - Short Ribs with potato parsnip puree, pickled mustard seed gremolata, Swiss chard, and bordelaise
  - Salmon with Meyer lemon glaze, Tuscan kale, and whipped parsnips
  - Burrata Ravioli with pomodoro, basil, and parmesan
  - Vegan option – which will be determined by restaurant

# CREATE A NEW/SIGN INTO YOUR CONTACT RECORD

**\*Each Head of School should already have a contact record attached to their school in the new system, and therefore should only need to create a new password. Any “New/Interim Heads” appointed after July 2021 might need to create a new contact record.**

1. Visit the [Member Portal “Welcome” webpage](#), read the instructions, and click “Sign-Up”.
2. Enter your SCHOOL email address & create a new password.
  - a. Please do not attempt to use the “reset your password” function as all passwords were erased for security purposes when we migrated systems in July 2021.
3. Follow the email verification prompts and enter the code sent from Rhythm Software.
  - a. Please check your quarantine, spam, and junk folders for the email.
4. Identifying and/or Creating a Contact Record
  - a. If you were in the previous ISACS database, the new system will identify you based on your email domain, link your record to the school, and prompt you to update.
  - b. If you were NOT in the previous ISACS database, the new system will begin the contact record creation prompts, during which, be sure to search for your school to be properly assigned.
5. Once you are logged in, review the instructions on the next page to assist with registration.

**OR**

# LOG INTO YOUR CONTACT RECORD

**\*This is for Heads of Schools who have already logged into their contact records and created a password in the new system.**

1. Visit the [Member Portal](#) and log into your contact record using your SCHOOL email address and password.
2. Once you are logged in, review the instructions on the next page to assist with registration.

# REGISTERING FOR THE HEADS CONFERENCE

[View the 2022 Heads Conference Schedule of Events](#)

[View the 2022 Heads Conference Brochure](#)

**To assist ISACS with COVID-19 protocols, social distancing, and conference planning, each registrant will be REQUIRED to pre-select sessions and meal attendances.**

1. Once you have logged into your contact record via the [ISACS Member Portal](#), click on the "EVENTS" tab in the black tool bar, click on "Register for Events", scroll to the bottom & select the thumbnail icon to be redirected to the [2022 Heads Conference microsite](#).
2. Once you are on the [conference microsite](#), in the black tool bar, click on "REGISTER", and then select "REGISTER NOW".
3. Follow the registration steps in sequential order using the blue "Next" button in the bottom right corner to advance.
  - a. PLEASE NOTE: Take your time when answering and making selections.
4. **Art Institute of Chicago:** There is an additional fee of \$30/ticket per person for the Art Institute that will automatically be added to your invoice when that session is selected. There will be an option to purchase an additional guest ticket, if needed.
5. **Thursday Evening Reception/Dinner:** The reception/dinner is included in the general registration fee and an additional guest ticket is \$100/person. Please select whether you are attending the reception/dinner, if you plan to bring a guest, and what your meal selection will be from the choices provided. See above for dinner meal options.

## **If you plan to attend the Reception/Dinner function:**

- a. During the "Tickets" portion of the process, please make sure to select the number of individuals attending using the toggle arrows.
  - i. **Registrant Ticket:** If you plan to attend the dinner, toggle to "1" and the cost will change to "included".
  - ii. **Guest Ticket** (*if applicable*): Set to "1" number (only 1 guest is permitted) and the \$100 fee will calculate accordingly.
- b. Once the toggle is increased, the dinner meal selection options for each ticket will appear below and will require selection.

**If you are not attending the reception/dinner, leave the registrant ticket as "0" and proceed with registration.**

6. Once registration is complete, the registrant will receive a confirmation email with conference details and a separate email that includes a paid receipt or an invoice. If you plan to pay by check, please forward the invoice to your business office.
7. As the conference approaches, registrants will receive additional confirmation emails from ISACS which will include session selections and meeting room locations.

**Questions regarding registration, please email [karen@isacs.org](mailto:karen@isacs.org)**