

## **District-Purchase Registration Procedure**

(If you are registering multiple employees for your district)

1. Fill out a separate registration form for each employee attending conference.  
(Please assure that all personal info fields are completed – phone, email, etc.)
2. If able, scan all registration forms along with copy of district purchase order and email to Becky Elmore at [belmore@cdaschools.org](mailto:belmore@cdaschools.org). Check payments can be sent separately to (1242 East Best Avenue, Coeur d'Alene, Idaho 83814 – attn.: ISNA Becky Elmore).
3. If paying by check and unable to scan forms as noted above, send all registration forms with a copy of your district purchase order as well as the physical check to the address on the form (1242 East Best Avenue, Coeur d'Alene, Idaho 83814 – attn.: ISNA Becky Elmore).
4. If paying for multiple registrants with a district credit card, you can scan and email all forms along with district purchase order and send to Becky Elmore at [belmore@cdaschools.org](mailto:belmore@cdaschools.org) or mail to the physical address noted above.
5. ISNA will send you a receipt for your payment.