

Group Registration:

1. Visit <http://www.tosstn.com/about-the-ali> and click "Group Registration Form" to download the excel document. Fill in all information for any individuals you want to join the TOSS Associate Leadership Institute.
2. Email the Excel spreadsheet to trisha@tosstn.com.
3. Once your list is received, the TOSS team will upload the information into our system, registering each individual as an ALI member.
4. After being registered, each individual will receive login information and a password for the online ALI event portal (Wild Apricot).
5. For group registrations, we will create and send an invoice to the district for the total amount owed for the group's ALI membership (\$150 x number of registrants).
6. Mail a check to the TOSS office or fax/email over a purchase order. *Be sure to follow your system's guidelines for purchasing!*

Address:

Tennessee Organization of School Superintendents
401 Church Street, Suite 2710
Nashville, TN 37219

Fax: (615) 254-7983

Email: trisha@tosstn.com

7. When a payment or purchase order is received, we will activate the individuals' accounts.
8. They will then be able to *login and register* for any and all ALI professional development events for the remainder of the fiscal year.
9. A list of upcoming ALI events and registration links can always be found on our website: <http://www.tosstn.com/ali-events/>.

For more information, contact Trisha Martin Trisha@tosstn.com or (615) 254-1955.