## **Individual Registration:**

- 1. Visit <a href="https://events.tosstn.com/join-us">https://events.tosstn.com/join-us</a> and select the "Associate Membership."
- 2. Fill out the application form, entering all of your information.
  - a. When asked "Which Fiscal Year Would You Like to Join?" be sure to select "2024-2025."
- 3. When you have finished, you will be given the option to "Invoice me" or "Pay online." Be sure to follow your system's guidelines for purchasing!
  - a. If you are being invoiced and paying with a check, you will need to send a copy of your PO to <a href="mailto:trisha@tosstn.com">trisha@tosstn.com</a>, and mail your check to the address below:

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

- b. If you choose to pay online, you will be prompted to enter your credit card information.
- 4. When a payment or purchase order is received, we will activate your account.
- 5. You will then be able to *login and register* for any and all ALI professional development events for the remainder of the fiscal year.
- 6. A list of upcoming ALI events and registration links can always be found on our website:http://www.tosstn.com/ali-events/.

## **IMPORTANT NOTE:** To attend an ALI event, you <u>MUST</u> be either:

- A registered ALI member who has submitted your membership fee
- A superintendent

For more information, contact Dr. Wanda Shelton at wanda@tosstn.com or (615) 254-1955.