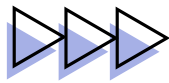




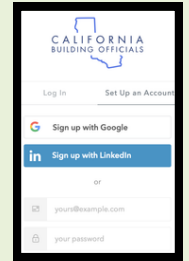
REGISTERING A GROUP FOR EDUCATION WEEKS?



Follow these step-by-step guidelines to register **multiple people or someone else** for 2026 Education Week courses at members.calbo.org.

Step 1: Log In or Create Your Account as the Submitter

- Visit members.calbo.org.
- **IMPORTANT:** Each registrant and submitter must use their own account tied to their individual email address. Shared logins and generic email accounts are NOT permitted.
- **Already have an account?** Log in with your username and password.
- **First time user?** Click "Set Up an Account" and follow the prompts.
 - Check your email: Complete account verification before proceeding with registration.



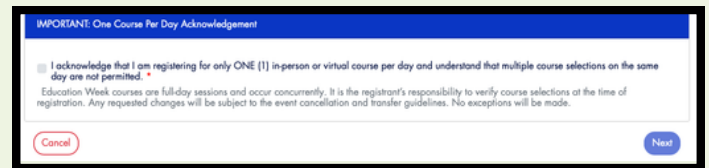
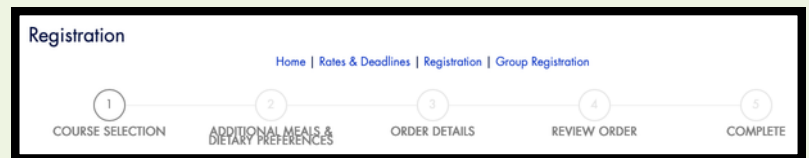
Step 2: Education Week Event Selection - Either In Person or Virtual

September 28, 2026 2026 CALBO Education Week In Person: Burlingame 1333 Old Bayshore Hwy, Burlingame, CA 94010	September 28, 2026 2026 CALBO Education Week Virtual: Burlingame 1333 Old Bayshore Hwy, Burlingame, CA 94010	October 26, 2026 2026 CALBO Education Week Virtual: Costa Mesa 3050 Bristol Street, Orange County, Costa Mesa, CA 92626
October 26, 2026 2026 CALBO Education Week In Person: Costa Mesa 3050 Bristol Street, Orange County, Costa Mesa, CA 92626		

- After logging into the portal, under "Professional Development" at top of page:
 - Click "2026 Education Weeks".
 - Then, click one (1) "Education Week" option - either virtual or in person.
- Click "Group Registration" (not "Registration").

Step 3: Course Selection(s) for Each Student

- If a dropdown menu is NOT present:
 - Click "Start new registration group to continue".
 - Search for and add student names to your list.
- If a dropdown menu is present:
 - Select a student name, one at a time.
- Follow 1-5 steps outlined at top of the page.
- Click the "course selection(s)" for one student at a time.



IMPORTANT:

- Courses are full-day and occur at the same time.
- Registrants may enroll in only one (1) in-person or virtual course per day, per event venue.
- Click the "One Course Per Day Acknowledgment" box.



Multiple course selections on the same day, same venue are NOT permitted.

Step 4: Confirm Details and Submit Order

- Registering in person student(s)? Additional meals may be purchased for guests only.
- Select "Payment Type", either credit card or invoice.
- Review student names, course days, titles, and registration amounts.
 - For Edits, click "Back".
 - No Edits, click "Complete Group Registration Purchase".

Heads up! Your order is not yet complete! Review the information below and click the Process button at the bottom of the screen to complete your order.

Item	Quantity	Unit Price	Total
2026 CALBO Education Week In Person: Burlingame/Attendee/Attendee	1	0.00 USD	0.00 USD
2025 California Residential Code: Significant Changes Fee - Burlingame In Person	1	320.00 USD	320.00 USD
Subtotal:			320.00 USD
Shipping:			0.00 USD
Taxes:			0.00 USD
Less Discounts:			0.00 USD
Total:			320.00 USD

Payment Method: Bill Me/Pay Later Payment Amount: 320 USD

[Back](#) [Cancel](#) [Process Order](#)

Step 5: Student Confirmation Email(s)

- Each student should check their email for their registration confirmation.



Course Registration Fees (Per Course)

In Person: \$250 member/\$320 non member
Virtual: \$175 member/\$225 non member



Course Schedule: 8:00am-3:30pm each day

Need assistance? Contact the CALBO Office at 916-457-1103 or info@calbo.org.
Office hours are Monday through Friday from 8:30am-5:00pm, with some variations.