



Greetings,

The Council of Black Administrators (COBA) proudly announces that registration for the **49th Annual Black Child Conference** and Scholarship Awards is now **OPEN**. This year’s Theme is” Black Excellence in Action.” We will be using the **Sched App** for registration. Below are the steps to register and select sessions:

Tickets

Step 1: Visit the Event Site on Sched	<p>Conference Event Site</p> <p>If you don't have a Sched account, you will need to create one before you can purchase a ticket(s)</p> <p>Use the following video tutorial if you need assistance: Sched App Attendee Tutorial.</p>
Step 2: Decide on Your Ticket Type	<p>You will have the option of selecting between 2 ticket types:</p> <ul style="list-style-type: none"> ● Early Bird (Purchase Order or Check): If you will use this option to purchase tickets, review Step 3A. ● Early Bird (Debit/Credit/PCard): If you will use this option to purchase tickets, review Step 3B.
Step 3A: Early Bird Ticket (Purchase Order or Check)	<ul style="list-style-type: none"> ● Select this option if your ticket fee(s) will be paid by Purchase Order or Check. ● Please note that you can only select sessions after your Purchase Order # has been emailed to Josephine Ruffin, COBA Executive Secretary @ Coba81968@gmail.com. ● Along with your Purchase Order #, include the names and email addresses of the individuals for whom the Purchase Order will be used to cover the conference fee for in the email. ● Add the following COBA Vendor Number to your Purchase Order (Vendor# 1000010541) ● Once your Purchase Order # is received, you will receive an email notifying you that you can proceed to

	<p>Step 4 (Selecting Breakout Session)</p> <ul style="list-style-type: none"> If you are purchasing tickets via Check, mail your check to P.O. Box 561584 Los Angeles, CA 90056
Step 3B: Early Bird (Debit/Credit/PCard)	<ul style="list-style-type: none"> Select this option if your ticket fee(s) will be paid by Debit/Credit/PCard. After your ticket(s) are purchased, each attendee can proceed to Step 4.

Breakout Sessions

<p>Step 4: Select your Breakout Sessions</p> <ul style="list-style-type: none"> Please note the following sessions are pinned to all schedules: <ul style="list-style-type: none"> Registration/ Breakfast Welcome/Opening Scholarships Keynote Address 	<ul style="list-style-type: none"> After you have purchased your ticket, you will select Two (2) breakout sessions you would like to attend. The sessions focus on the COBA PALS (Performance, Achievement, Leadership, Scholarship) <p>Filter By Type</p> <ul style="list-style-type: none"> ● Achievement Session ● Keynote Address ● Leadership Session ● Lunch ● Performance Session ● Registration ● Scholarships ● Welcome/ Opening
<p>Please email Coba81968@gmail.com if you have questions. We look forward to seeing all of you on April 6, 2024</p>	