

## Greetings,

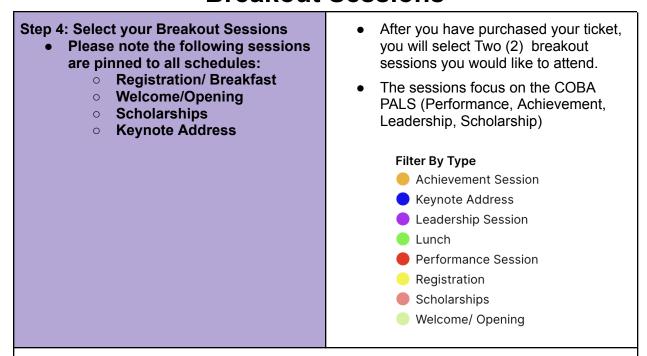
The Council of Black Administrators (COBA) proudly announces that registration for the **49th Annual Black Child Conference** and Scholarship Awards is now **OPEN**. This year's Theme is Black Excellence in Action." We will be using the **Sched App** for registration. Below are the steps to register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

## **Tickets**

Step 1: Visit the Event Site on Sched	Conference Event Site
	If you don't have a Sched account, you will need to create one before you can purchase a ticket(s)
	Use the following video tutorial if you need assistance: Sched App Attendee Tutorial.
Step 2: Decide on Your Ticket Type	You will have the option of selecting between 2 ticket types:  • 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> <li>Select this option if your ticket fee(s) will be paid by Purchase Order or Check.</li> </ul>
	<ul> <li>Please note that you can only select sessions after your Purchase Order # has been emailed to Josephine Ruffin, COBA Executive Secretary @ Coba81968@gmail.com.</li> </ul>
	<ul> <li>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.</li> </ul>
	<ul> <li>Add the following COBA Vendor Number to your Purchase Order (Vendor# 1000010541)</li> </ul>
	Once your Purchase Order # is received, you will receive an email notifying you that you can proceed to

	Step 4 (Selecting Breakout Session)  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> <li>Select this option if your ticket fee(s) will be paid by Debit/Credit/PCard.</li> <li>After your ticket(s) are purchased, each attendee can proceed to Step 4.</li> </ul>

## **Breakout Sessions**



Please email Coba81968@gmail.com if you have questions. We look forward to seeing all of you on April 6, 2024