

Registering a Group of People for an Event

Last Modified on 08/08/2023 3:21 pm EDT

**** Please note: You can only register a group of individuals from your own company. You are not able to register someone from another company.****

1. [Login](#) to the HBA website
2. Click on the “[Events Calendar](#)”
3. Click on the name of the event you would like to register for
4. Click on the “**Register Now**” button
5. If you are not already signed in to the HBA website, you will be prompted to do so.
6. Once you have signed in, you will be taken to a page where you can click “**Register me**” or “**Register someone else**” or “**Register a Group**”. Choose the “**Register a Group**” button.
7. Click “**Start Registration**”

HBA Healthcare Businesswomen's Association

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Select Registration Type

2021 HBA Woman of the Year
Thursday, May 06, 2021 9:00 AM - 2:00 PM EST

Select who would you like to register now

☐ Register me
☐ Register someone else
☒ Register a group

START REGISTRATION CANCEL

8. At the top of the screen it will ask “**Register you as part of this group**”. Please select “Yes” or “No”.

Group Registration - Select Registrants

Thank you for registering a group of colleagues for this event. Below is a list of people in your company. Click the box next to a name to select him/her.

Register me as part of the group?

- ☐ Yes
☒ No

9. Scroll down and you will see a list of available individuals from your company to register for the event. Click on the box to the left of each individual that you want to register. This list is sorted by last name then first name. You can click on the page number or the red "Next" button to continue to scroll to the next page for more contact records. When you have selected everyone, please click on the blue "Next" button.

- Please note, to the right of the person's name it will tell you if they are already registered for that event.

10. You will be redirected to a new screen, that will list each individual and the price they are being charged. Click "Next".

Can't find the person?

+ Add

ADD REGISTRANT TO LIST

Name	Registrant Status
Organization: Healthcare Businesswomen's Association (Showing 10 of 86 items. Group continues on the next page.)	
<input type="checkbox"/> Akin, Jodi	
<input checked="" type="checkbox"/> Bailey, Kristin - Manager, operations	
<input checked="" type="checkbox"/> Brand, Sarah	
<input type="checkbox"/> Brand, Sarah - Account Manager, Corporate Relations	Already Registered
<input type="checkbox"/> Bruzon, Tammy - Manager, marketing	Already Registered
<input type="checkbox"/> Bull, Barbara - Director, organizational growth and development	Already Registered
<input type="checkbox"/> Burris, Ken - Senior director, global business development and sales	Already Registered
<input type="checkbox"/> Cammer, Katie - Senior manager, growth and expansion	Already Registered
<input type="checkbox"/> Cooke, Laurie - President & CEO	Already Registered
<input type="checkbox"/> Corbitt, Charles M. - Data Analyst	

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Use these buttons to scroll through the list of contacts

Once you have selected everyone that you want to register, click here to continue the registration process.

NEXT >

11. You will be redirected to a new screen, where you will review the name and registration type of each individual. The total registration amount due will be in the bottom left-hand corner. If everything is accurate, select "Next" to proceed to the order summary page, and then to the shopping cart/payment screen. (The shopping cart/payment screen is where you will enter a promo code if you have one).

Select Group Registration

Thank you for registering a group of your colleagues.

You are Registering 2 people.

Full Name	Registration
Bailey, Kristin	Employee of Corporate Partner \$125.00
Brand, Sarah	Employee of Corporate Partner \$125.00

Total Registration Amount: **\$250.00**

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12. You will be redirected to the summary screen. Simply click "Next" to be taken to the shopping cart/payment screen.

13. In the shopping cart section, you will be able to enter a discount code if one has been provided. After the code is entered, please be sure to press “Apply code”.

Shopping Cart

Please scroll down to the "Next" button to proceed with the checkout process. If you do not need to select a billing address, shipping address or shipping method, you can click "Express Checkout" to go directly to the payment form.

[SHOPPING CART](#) [ADDRESS](#) [DELIVERY](#) [PAYMENT](#) [REVIEW](#)

You currently have 2 items in your cart [Clear Cart](#)

Product	Subtotal	
2021 HBA Woman of the Year (May 6, 2021 - May 6, 2021) Bailey, Kristin see details	\$250.00	edit delete
2021 HBA Woman of the Year (May 6, 2021 - May 6, 2021) Brand, Sarah see details	\$250.00	edit delete
Total	\$500.00	

Enter your promotion code and click "Apply Code". If valid, the corresponding discount will be calculated for each cart item where it is applicable. You can then enter another promo code, if you have one. If you are copying a promotion code, ensure that there are no extra spaces copied into the Promo code field. If there are spaces in the Promo code field, you will receive an error message and the code will not be accepted. A Gift Card is applied to the order total, as a form of payment.

Enter Promotion Code: [APPLY CODE](#)

Enter Gift Card: [APPLY CODE](#)

[PROFILE](#) [NEXT](#)

Type the promo code exactly as it appears and then click "apply code"

Order Summary

2 Items selected

Purchase	\$500.00
Subtotal	
Sales Tax	\$0.00
Order Total	\$500.00

Billing [Change >](#)
Bill To Attention Bridget Fairbanks

12. Click “Express checkout”

13. Please enter your payment information and click “Next”

Your guest’s registration is now complete and they will receive an invoice via email within 30 minutes.

