

Registering someone else for an event

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1. [Login](#) to the HBA website
2. Hover over the "Events & Programs" tab and then click on the "[Event Calendar](#)"
3. Click on the name of the event you would like to register for
4. From the registration page, click on the "**Register Online**" 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**". Choose the "**Register someone else**" button.
 - In the search field, type in the last name of the person you want to register.
 - If your guests name appears, click on their name so the row is selected and click "**Start registration**".
 - If your guests name does not appear, this means that they do not have a profile/account in our system. They will first need to create a guest account before they can be registered for the event. They can create their guest account/profile by clicking here: <https://my.hbanet.org/My-HBA/Create-New-User>
7. Click "**Start registration**".
8. From the next screen, you will be able to select the registration rate and from there you will be able to click through to review your guests badge information. You will then be taken to your shopping cart to checkout.
9. 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**".
10. Click "**Express checkout**"
12. 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.
