

Registering 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. Click on the "**Register Online**" button
 - If you are not already signed in to the HBA website, you will be prompted to do so.
 5. You will be taken to a page where you can click "**Register me**" or "**Register someone else**". Choose the "**Register me**" button.
 6. Click "**Start registration**".
 - 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.
 - 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 click "**Apply code**".
 - Please note: when applying a promo code type the code exactly as it appears - DO NOT copy and paste the code as this can add extra spaces which will cause an error message.
 7. Click "**Express checkout**".
 8. Enter you payment information, then click "Next".
 9. Please enter your payment information and click "**Process my order**"
 - Your registration is now complete and will receive a receipt via email within 30 minutes.
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