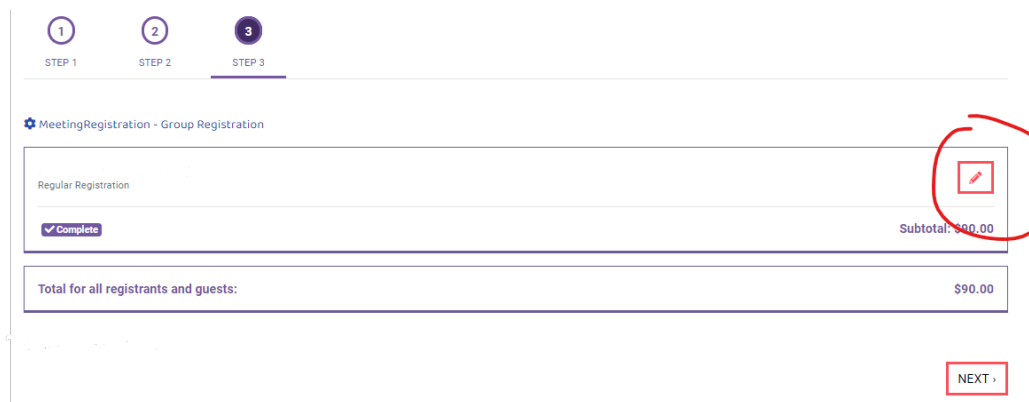


Updating badge information during registration

Last Modified on 08/03/2023 11:37 am EDT

1. **Login** to the HBA website
2. Hover over the "Events & Programs" tab, then select "Event Calendar"
3. Click on the name of the event you would like to register for.
4. Select the "Register Online" button.
 - If you are not already signed in to the HBA website, you will be prompted to do so.
5. 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 me" button.
6. Click "Start registration".
 - The screen will update and you can change your "registration rate" ("member", "nonmember" or any other rate that the event might have).
7. Select the "registration rate" and select "Next".
8. A new screen will appear and this is where you will review your badge information. To update your badge information click pencil icon



The screenshot shows a registration interface with three steps: STEP 1, STEP 2, and STEP 3 (highlighted). The main content area is titled "MeetingRegistration - Group Registration". It contains a "Regular Registration" section with a "Complete" button and a "Subtotal: \$90.00" label. A pencil icon is circled in red, indicating the edit function. Below this is a summary row: "Total for all registrants and guests: \$90.00". A "NEXT >" button is located at the bottom right.

9. Enter updated information into the text fields, and click "Save".
10. Review that new badge information is now reflected on **Review Badge** page and click "Next." Then continue with registration process.