

Registering for an event

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Note: An HBA account is required to register for any HBA event. If you do not already have an account, please create one before proceeding with registration.

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**", fill out the applicable information.
 - 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 information.
7. Under the **Address** tab, do **not** select **Express Checkout** if you have a promo code to apply. Choosing Express Checkout will bypass the **Payment** page, preventing you from entering your code. Instead, click **Next** to proceed to the Payment page, where promo codes can be entered and applied.
 - In the payment tab, you will be able to enter a promotional/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.
 - **Note:** The promo code provided is tied to a specific registration type. Please work with your liaison, especially if you are registering through a corporate partner, to ensure the correct registration tier has been selected so the promo code can be applied successfully.
8. Enter your 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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