

Updating badge information during registration

Last Modified on 23/09/2026 3:23 pm 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 web interface for 'MeetingRegistration - Group Registration'. At the top, there are three steps: STEP 1, STEP 2, and STEP 3 (which is highlighted). Below the steps, there is a section titled 'Regular Registration'. Inside this section, there is a 'Complete' button and a 'Subtotal: \$90.00' label. A red circle highlights a pencil icon in the top right corner of the 'Regular Registration' section. Below this section, there is a 'Total for all registrants and guests: \$90.00' label. At the bottom right, there is a 'NEXT >' button.

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.

