

## **2025 FCBA ANNUAL SEMINAR – May 16-18 at the Hotel Hershey**

### **TO SPONSOR:**

- **SIGN IN to your account** (<https://members.fcba.org/login.aspx>) **using your credentials.**  
If you are signing up on behalf of a member, sign in using their credentials (username and password).
- **From there, go to EVENTS – FCBA 2025 Annual Seminar Sponsorship – register and select the level.**

**\*Purchasing a sponsorship will not automatically register anyone.** It simply indicates to FCBA that your organization is sponsoring the event. Elina Gross will contact you separately to determine who will be using the complimentary registration(s). **IF YOU ARE A PLATINUM SPONSOR, YOU DO NOT NEED TO SIGN UP TO SPONSOR AGAIN.** We will contact you for further information.

### **TO REGISTER AN INDIVIDUAL:**

If you are using one of your organization's complimentary sponsorship registrations, please do not register here. Elina Gross will work with your organization's contact to gather those names.

- **SIGN IN to your account** (<https://members.fcba.org/login.aspx>) **using your credentials.**  
If you are signing up on behalf of a member, sign in using their credentials (username and password).
- **From there, go to EVENTS – 05/16/25 Annual Seminar Individual Registration. If you are not signed in, you will not receive the member discount.**

1. Register the Primary Attendee first.
2. Complete the Attendee Info.
3. On the Attendee Selections screen, select the registration ticket.
4. Indicate if you are signing up for a Saturday afternoon activity. These are optional and you may only select one since they occur at the same time. Additional fees apply.
5. If you are not adding a guest, select Save and Finalize Registration.
6. If you are adding a guest, select Save and Add Another Attendee.
7. Repeat steps for all guests.
8. When all guest registrations are complete, click Save and Proceed to Checkout.
9. Make sure to check your cart in the top righthand corner before Proceeding to Confirmation.

If you have any questions during the process, contact Elina at [elina@fcba.org](mailto:elina@fcba.org).