

## **FCBA Summer Reception Sponsor and Individual Registration Instructions – June 23, 2025**

### **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 – 06/23/25 Summer Reception 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. Elina Gross will contact you for further information.

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

- **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 – 06/23/25 Summer Reception Individual Registration – register and select attendee type. If you are not signed in, you will not receive the member discount.**

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

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).**