

FCBA Annual Lunch Registration Instructions – June 18, 2025

- **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 – 06/18/25 Annual Meeting and Luncheon – register and select your purchase option.**

***Make sure you receive a receipt to confirm your purchase. This is the only way to verify that the transaction went through.**

TO REGISTER FOR A TABLE OF 10:

Whoever purchases the Table will be the main contact and will be responsible for arranging details with their guests. The table will have a sign with the Organization Name. **FCBA does not need a list of table guests. There will be NO physical tickets or check-in for this event.**

If you wish to purchase 1 table:

1. Select Attendee Type: Organization Table of 10, Next.
2. Complete Attendee Info: Your Name, Organization, Email, Organization for Table Sign, Next.
3. Attendee Selections: Select the 06/18/25 Annual Luncheon: Organization Table of 10.
4. SAVE AND FINALIZE REGISTRATION.

If you wish to purchase more than 1 table:

1. Select Attendee Type: Organization Table of 10, Next.
2. Complete Attendee Info: Your Name, Organization, Email, Organization for Table Sign, Next.
3. Attendee Selections: Select the 06/18/25 Annual Luncheon: Organization Table of 10.
4. SAVE AND ADD ANOTHER ATTENDEE.
5. Repeat steps 1-3.
6. SAVE AND FINALIZE REGISTRATION.

TO REGISTER AN INDIVIDUAL:

1. Select Attendee Type, Next. If you are not signed in, you will not receive the member discount.
2. Complete the Attendee Info: Your Name, Organization, Email, Next.
3. On the Attendee Selections screen, select ticket.
4. SAVE AND FINALIZE REGISTRATION.

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.**