

FCBA Annual Lunch Registration Instructions – June 9, 2026

- **SIGN IN to your account.** If you are purchasing on behalf of a member, sign in using their credentials so it is linked to their account.
- **Go to EVENTS – 06/09/26 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 guests. There is no need for guests to register separately. **FCBA does not need a list of attendees, and there will be no physical tickets or check-in for this event.**

1. Select Attendee Type: Organization Table(s), Next.
2. Complete Attendee Info: Your Name, Organization, Email, Organization for Table Sign, Next.
3. Attendee Selection: 06/09/26 Annual Luncheon: Organization Table of 10.
4. 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 Selection 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.**