

NBA Convention Registration Instructions

One person from each SEU should complete registration for all attendees

Have the following information ready for each attendee:

- Name (exactly as it should appear on their badge)
- Title
- Email address
- Sessions they will attend (by time slot)
- Banquet and/or luncheon selections (*Meals are an additional cost and will be added to your invoice.*)

Important: Meal functions incur an additional charge. Guests attending meals must be entered separately so they receive a name badge, which serves as their meal ticket. Please finalize all meal attendees during registration, as late additions cannot be accommodated.

The registration link is available on the NBA website and in convention emails. Hotel reservations may also be made through this link. NBA group rates are available until **July 20** or until the room block sells out.

Registration Steps

Step 1: My Information

Enter your name and email address (whether or not you are attending). This identifies who completed the registration. Click **Continue**.

Step 2: Registration Type

Select **NBA Member Session & Banquet Registration** (\$92) and choose a quantity of **1**.

The form will provide space for up to 30 attendees. Enter all attendees and leave any unused spaces blank.

- The first attendee is charged the \$92 SEU registration fee.
- All additional attendees register at no additional session cost.
- This fee allows unlimited individuals from your SEU to attend training sessions.

Click **Continue**.

Step 3: Attendees

For each attendee:

1. Enter their name and click **Search**.
2. If found in the database, verify and update information as needed.
3. If not found, complete all required fields.
4. Select the sessions they will attend.
5. Select any meal functions they will attend.

Guests/Spouses: Add them as attendees, skip the session selections, and select only the applicable meal function(s). This ensures they receive a badge and meal ticket.

Click **Continue** when finished.

Dietary Restrictions: Email Jenna directly at jenna@ne-ba.org.

Step 4: Payment

Scroll past the 30th attendee section to view your total charges (\$92 plus meals).

Choose one payment option:

Pay Now

- Select **PAY**
- Enter credit card information
- Click **Pay Now**

Pay by Invoice

- Select **PAY BY INVOICE**
- Choose a **Bill To** contact
- Click **Submit**
- An invoice will be sent to the selected individual

Completing Registration

After submission:

- A confirmation message will appear on screen.
- **Print and save the confirmation as a PDF.** This is your only complete record of meal purchases, as attendee emails show session registrations only.
- You will receive an email receipt listing all registered attendees and their sessions.
- Attendees will receive individual confirmation emails showing their session registrations.

Changes or Additional Registrations

To make changes, contact Jenna directly.

To add attendees after submitting your registration:

- Submit a new registration.
- Select **Additional NBA Member Attendees (Member Only)**.

This allows additional registrations without incurring another \$92 SEU fee.

Questions?

NBA Office: 402-933-5995

Jenna's Cell: 402-680-4682

Jenna Email: jenna@ne-ba.org