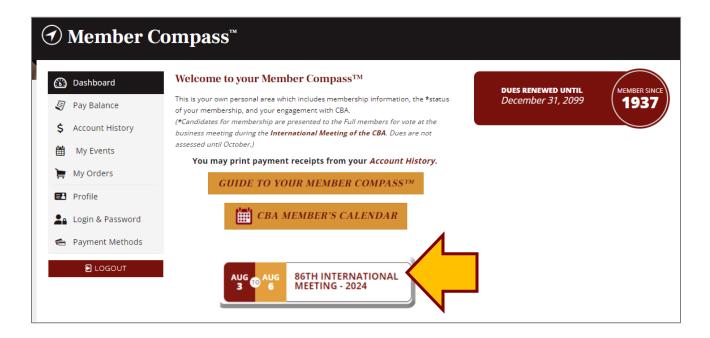


Registering for the CBA Annual General Meeting

The 86th International Meeting of the CBA will be hybrid, meeting in-person at The Catholic University of America in Washington, DC and virtually via Zoom webinars and meetings.

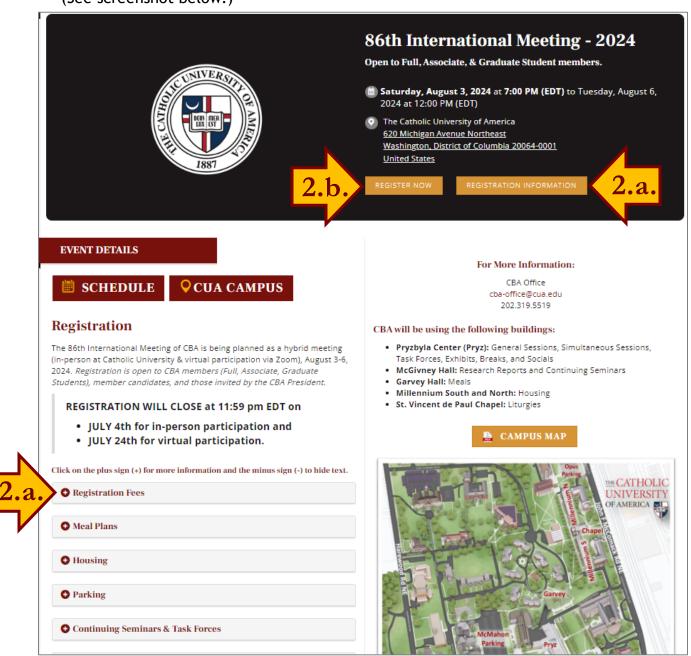
1. To access the registration site:

- a. CLICK HERE to login at the CBA website. (https://www.catholicbiblical.org/login)
 For detailed instructions on how to login, CLICK HERE
 (https://assets.noviams.com/novi-file-uploads/cba/PDFs/faqCOMPASS.pdf)
- b. Once logged in, you will be at your Member Compass. On your Member Compass, click on the Meeting button (see screenshot below).



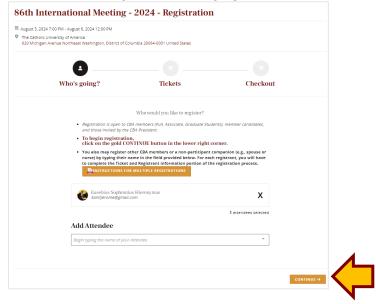
2. To register:

- a. For the fees and more information on the options for registration, housing, meals, and parking either
 - click on the gold REGISTRATION INFO button for a pdf version, OR
 - click on the plus sign (+) next to categories under EVENT DETAILS.
 (See screenshot below.)
- b. To begin the registration process, click on the gold REGISTER NOW button. (See screenshot below.)



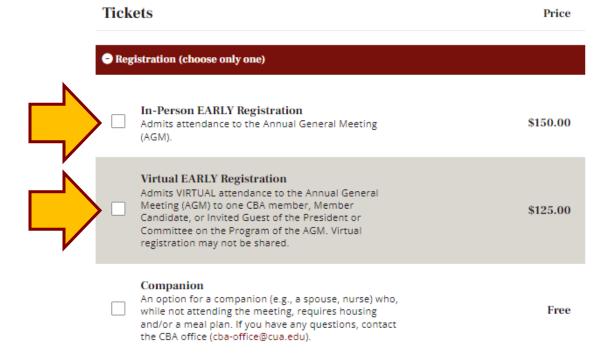
3. Start the Registration Process:

a. Who's going?: Unless you are registering more than one person, click on the CONTINUE button in the bottom right corner of the page. If you are registering more than one person, see page 9 for instructions. (See screenshot below.)



Tickets (i.e., for what are you registering?): All who wish to participate in the Annual General Meeting must check the box next to either In-Person Registration or Virtual Registration before proceeding. (See screenshot below.) Companions only accompany registered participants, see page 9 for instructions for multiple registrations.

If you do not select one, the options below will be locked



b. OPTIONAL TICKETS:

- i. Those who selected In-Person Registration may also choose one of the Meal Plans, Housing, and/or Parking options. (See screenshot below.)
- ii. All those who register, whether In-Person or Virtual, should consider participating in one Continuing Seminar or Task Force. (See screenshot below.)



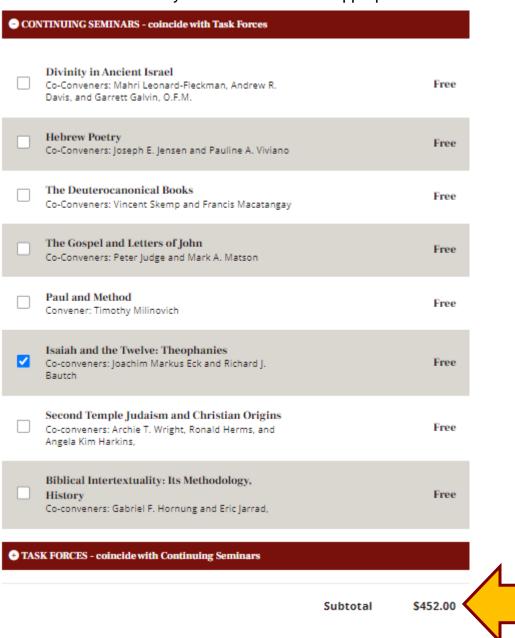
- iii. **MEAL PLANS:** If you selected In-Person Registration, you may select one of the meal plans. (If you selected Virtual Registration, or if you did not select a registration option, the options will be locked). Please note that without a meal plan, you will not be able to eat in the cafeteria. To order a meal plan
 - click on the plus sign to reveal the options.
 - Check the box next to the meal plan of your choice.Select only one.
 - NOTE: There are no refunds for uneaten meals.
- iv. HOUSING: On-campus housing is available for the *nights* of Friday through Tuesday (Wednesday check-out). There is a limited number of rooms available for Friday & Tuesday nights. Ony Saturday through Monday nights are available for 1 or 2 night stays.

There are two on-campus options: Single Occupancy and Double Occupancy. Once you have decided which occupancy option you prefer

- click on the plus sign to reveal the options.
- check the number of nights you plan on staying.
 Select only one.
- NOTE: If you have selected Double Occupancy, you will have the option to provide a roommate's name and email address. CBA cannot guarantee the fulfillment of roommate requests.

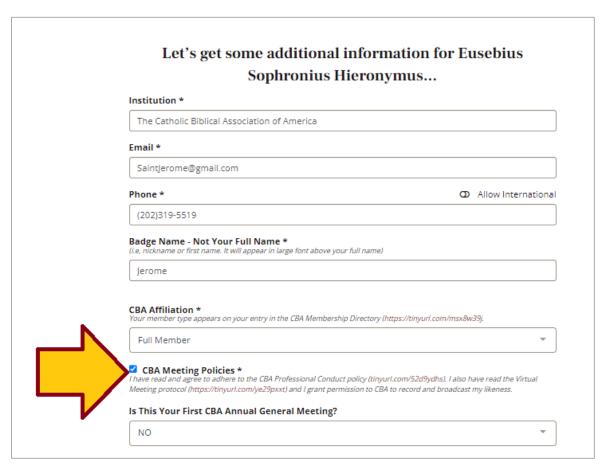
- v. **CONTINUING SEMINARS and TASK FORCES:** The sessions for each run Sunday Tuesday, 8:45 am 10:45 am Central Daylight-Saving Time. All registrants are encouraged to select one.
- vi. **SUBTOTAL:** Check your subtotal. The image below indicates that St. Jerome is registered for In-Person participation, the 9 meals plan, double occupancy housing for 3 nights, & Isaiah and the Twelve Continuing Seminar.

If your subtotal seems too high or too low, review the registration and options to make sure that you have checked the appropriate boxes.



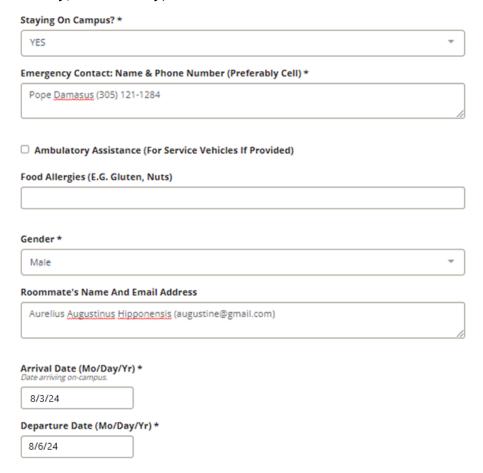
c. REGISTRANT'S INFORMATION:

- i. All registrants are required to provide the following information (marked by an asterisk):
- Institution: The field will reflect whatever is in your membership record. "Independent scholar" may be used by those unaffiliated with an institution.
- ➤ Email and Phone: These fields should automatically populate with information from your membership record, if not fill in the missing information. You also may update your membership record by clicking on the Member Compass link at the bottom of the form.
- > CBA Affiliation: Select the appropriate status. Guests must be invited by the CBA President or Program Committee.
- ➤ CBA Meeting Policies: You must read and agree to adhere to the CBA Professional Conduct policy (https://tinyurl.com/52d9ydhs) and the Virtual Meeting protocol (https://tinyurl.com/ye29pxxt) including granting permission to CBA to record and broadcast your likeness.
- Is This Your First CBA Annual General Meeting?

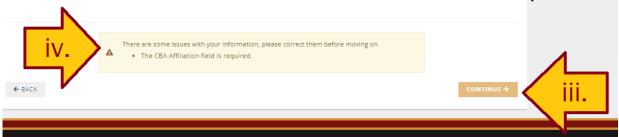


- ii. Those registering for In-Person participation have additional fields (required fields have an asterisk):
 - > Staying On Campus?*: Select "Yes" or "No".
 - Emergency Contact: Name & Phone Number (Preferably Cell)*
 - Ambulatory Assistance (For Service Vehicles If Provided)
 - Food Allergies (E.G. Gluten, Nuts): Only appears if a meal plan has been selected.
 - ➤ **Gender*:** Only appears if housing has been selected. The information is required for sleeping room assignments.
 - Roommate's Name And Email Address: Only appears if double occupancy housing has been selected. CBA cannot guarantee the fulfillment of roommate requests (based on previous experience of requested roommate's not requesting housing at all or having shorter or longer stays).
 - Arrival Date (Mo/Day/Yr)* and Departure Date (Mo/Day/Yr)*: Only appear if when staying on campus. These are the check-in and check-out dates.

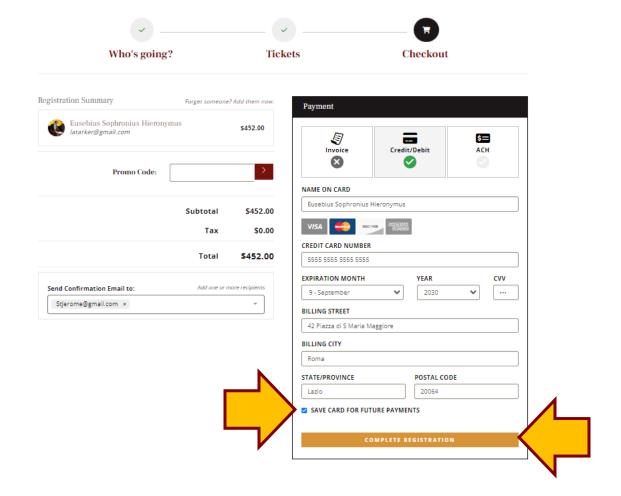
Please make sure that the number of nights housing you chose corresponds to your arrival and departure dates (e.g., below St. Jerome chose 3 nights and his arrival is Saturday and departure is Tuesday (nights of Saturday, Sunday, and Monday).



- iii. Click on the gold CONTINUE button at the bottom of the page.
- iv. N.B. If you have missed a required field, you will receive a message. Scroll up and look for red text under a field that indicates it needs to be completed.



- 4. Checkout: Complete the payment form. (See screen below.)
 - > You have the option to have Intuit (CBA's accounting software) save your credit card for future use...only you will have access to this information.
 - > A 5-digit postal code is required. If you do not have one, use the CBA zip code: 20064.
 - Click on the gold COMPLETE REGISTRATION button.
 - > A confirmation will be sent to the email on record.
 - A payment receipt may be download from your <u>Member Compass™</u>.

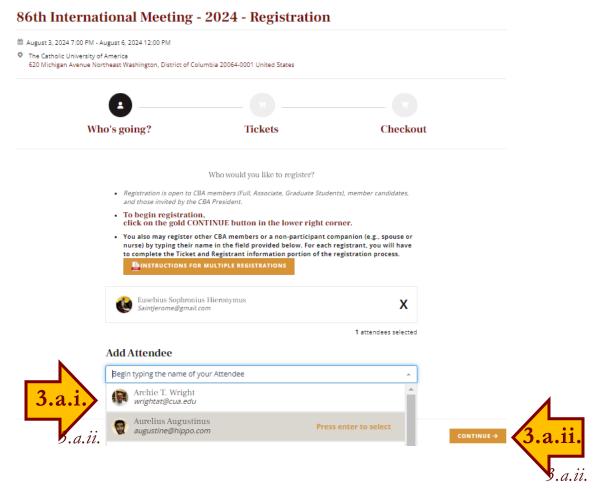


Registering More than One Person (Steps 1-2 from pp. 1-2 remain the same)

- You may add as many as you are prepared to register.
- Only CBA members, member candidates, and those invited by the CBA President MAY ATTEND the Annual General Meeting.
- However, if you have someone accompanying you (e.g., spouse or nurse) who is not attending the meeting but requires housing and/or a meal plan, you may register a companion.

3. Start the Registration Process:

- a. Who's going?: Your name will appear by default.
 - Add Attendee: if the person's membership record has the same institution as you, they will appear in the drop-down.
 Click on the person you wish to register. Otherwise, type the person's name. (See screenshot below.)
- ii. Click on the gold CONTINUE button in the lower right corner. (See screenshot below.)

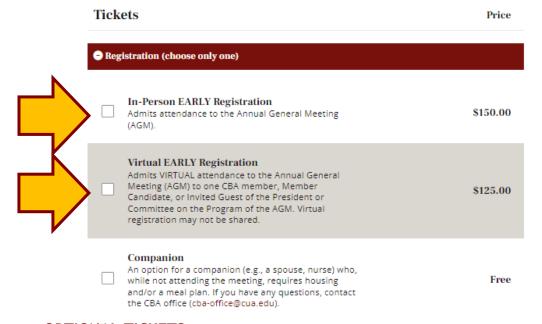


b. Tickets (i.e., for what are you and the others registering?):

TICKETS & REGISTRANT INFORMATION NEED TO BE COMPLETED FOR EACH PERSON. Steps b - d will be repeated for each person identified in step a.

All who wish to participate in the Annual General Meeting must check the box next to either In-Person Registration or Virtual Registration before proceeding. (See screenshot below.)

If you do not select one, the options below will be locked.



c. OPTIONAL TICKETS:

- i. Those who selected In-Person Registration may also choose one of the Meal Plans, Housing, and/or Parking options. (See screenshot below.)
- ii. All those who register, whether In-Person or Virtual, should consider participating in one Continuing Seminar or Task Force. (See screenshot below.)



iii. **MEAL PLANS:** If you selected In-Person Registration, you may select one of the meal plans. (If you selected Virtual Registration, or if you did not select a registration option, the options will be locked). Please note that without a meal plan, you will not be able to eat in the cafeteria. To order a meal plan

- click on the plus sign to reveal the options.
- Check the box next to the meal plan of your choice.
 Select only one.
- NOTE: There will be no refund for uneaten meals.
- iv. HOUSING On-campus housing is available for the nights of Friday through Tuesday (Wednesday check-out). There is a limited number of rooms available for Friday & Tuesday nights. Ony Saturday through Monday nights are available for 1 or 2 night stays.

There are two on-campus options: Single Occupancy and Double Occupancy. Once you have decided which occupancy option you prefer

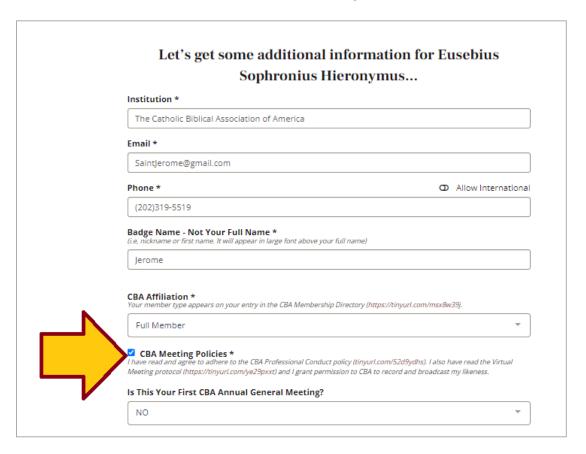
- click on the plus sign to reveal the options.
- check the number of nights you plan on staying.
 Select only one.
- NOTE: If you have selected Double Occupancy, you will have the option to provide a roommate's name and email address. CBA cannot guarantee the fulfillment of roommate requests.
- v. **CONTINUING SEMINARS and TASK FORCES:** The sessions for each run Sunday Tuesday, 8:45 am 10:45 am Central Daylight-Saving Time. All registrants are encouraged to select one.
- vi. **SUBTOTAL:** Check your subtotal. If the amount seems too little or too much, review the options to make sure that you have checked the correct boxes.

d. REGISTRANT'S INFORMATION:

- i. All registrants are required to provide the following information (marked by an asterisk):
 - Institution: The field will reflect whatever is in your membership record. "Independent scholar" may be used by those unaffiliated with an institution.
 - Email and Phone: These fields should automatically populate with information from your membership record, if not fill in the missing information. You also may update your membership record by clicking on the Member Compass link at the bottom of the form.
 - ➤ CBA Affiliation: Select the appropriate status. Guests must be invited by the CBA President or Program Committee.
 - CBA Meeting Policies: You must read and agree to adhere to the CBA Professional Conduct policy (https://tinyurl.com/52d9ydhs) and the

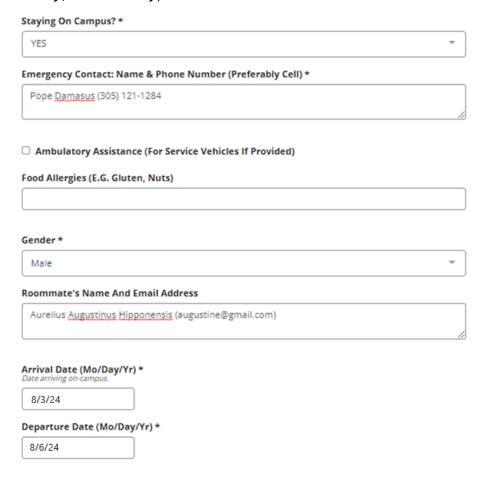
Virtual Meeting protocol (https://tinyurl.com/ye29pxxt) including granting permission to CBA to record and broadcast your likeness.

Is This Your First CBA Annual General Meeting?

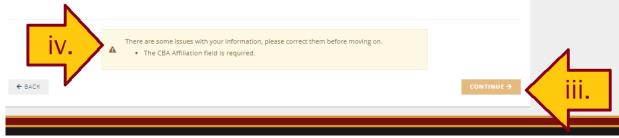


- ii. Those registering for In-Person participation have additional fields (required fields have an asterisk):
 - Staying On Campus?*: Select "Yes" or "No".
 - Emergency Contact: Name & Phone Number (Preferably Cell) *
 - Ambulatory Assistance (For Service Vehicles If Provided)
 - Food Allergies (E.G. Gluten, Nuts): Only appears if a meal plan has been selected.
 - ➤ **Gender*:** Only appears if housing has been selected. The information is required for sleeping room assignments.
 - Roommate's Name And Email Address: Only appears if double occupancy housing has been selected. CBA cannot guarantee the fulfillment of roommate requests (based on previous experience of requested roommates not requesting housing at all or having shorter or longer stays).
 - Arrival Date (Mo/Day/Yr)* and Departure Date (Mo/Day/Yr)*: Only appear if when staying on campus. These are the check-in and check-out dates.

Please make sure that the number of nights housing you chose corresponds to your arrival and departure dates (e.g., below St. Jerome chose 3 nights and his arrival is Saturday and departure is Tuesday (nights of Saturday, Sunday, and Monday).



- iii. Click on the gold CONTINUE button at the bottom of the page.
- iv. N.B. If you have missed a required field, you will receive a message. Scroll up and look for red text under a field that indicates it needs to be completed.



- 4. Repeat instructions 3 b-d for other registrant(s).
- **5. Checkout:** Complete the payment form. (See screen below.)
 - > A 5-digit postal code is required. If you do not have one, use the CBA zip code: 20064.
 - > Click on the gold COMPLETE REGISTRATION button.
 - > Registration confirmations will be sent to the emails on record.
 - ➤ A payment receipt may be downloaded from the \$ Account History tab of your Member Compass[™].

