



# Catholic Biblical Association of America

## Exhibitor/Book Displays Registration

- 1) After receiving invitation from the Executive Director, request an account from the CBA Office ([cba-office@cua.edu](mailto:cba-office@cua.edu)).

**IMPORTANT!** If you or your representative is a CBA member, please note the member's name in your email as there are special instructions for CBA member exhibitors.

- 2) The CBA Office will send you an email notifying you that your account has been created.
  - A. The email will include a link to set your password. Click on the link to create your password and log into the CBA website.
  - B. Please note that the password link is active for 24 hours only. If you missed the 24 hour window, you may request a password reset link be sent to your email by clicking on "Forgot Password?" at the bottom of the login form.
- 3) Once you are logged into the CBA website, you will be taken to your "Member Compass" (vendor status). Click on the Meeting Button. (See screenshot below.)

**DASHBOARD** **ACCOUNTING** **EVENTS** Profile

Registration is open for the 82nd International Meeting of the CBA at Walsh University. Click on the button below.

**Welcome to your Member Compass™**

This is your own personal area which includes membership information, the \*status of your membership, and your engagement with CBA.

(\*Candidates for membership will be presented to the Full members for vote at the business meeting during the *International Meeting of the CBA*.)

To view the following, click on the colored text below:

- [View History](#)
- [Print & Pay Invoices](#)
- [Update Your Profile](#)
- [Manage Meetings](#)

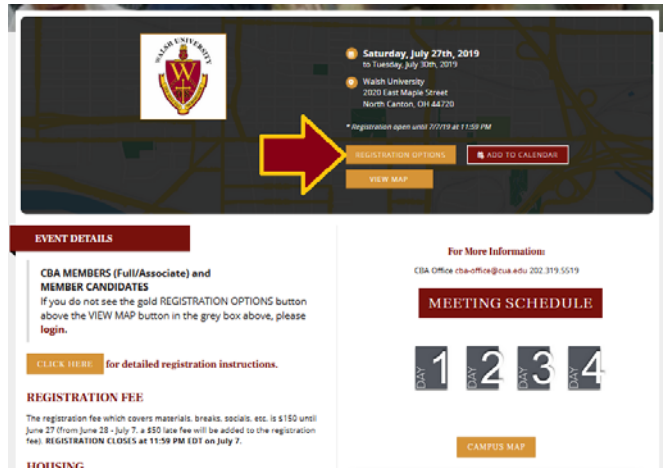
**JUL 27** **JUL 30** **82ND INTERNATIONAL MEETING**

(1) To complete your registration as a new member  
OR  
(2) To update your profile  
[Click Here](#)  
or  
Click on the Profile card in the upper right hand corner.

**DUES RENEWED UNTIL**  
April 4, 2020

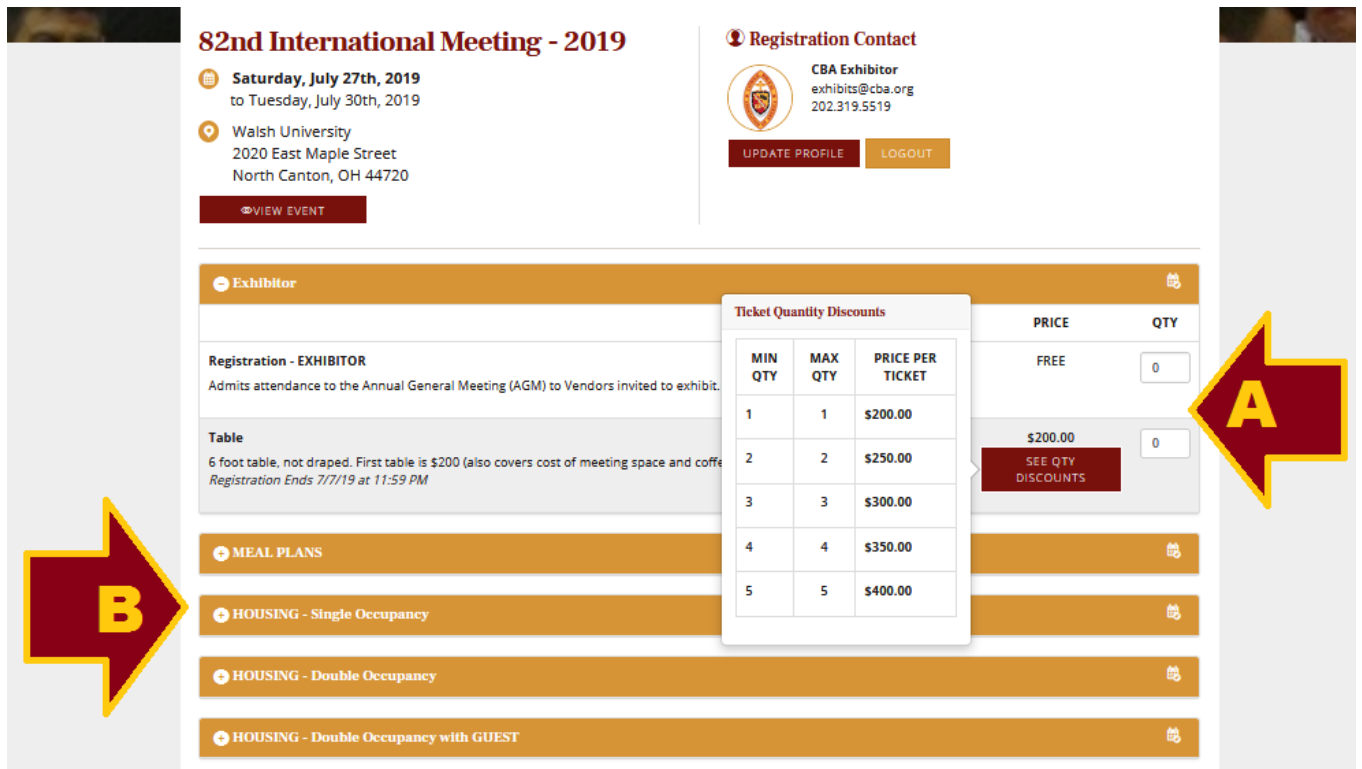
**MEMBER SINCE**  
**2019**

4) You will be taken to the Event page. Click on the gold "REGISTRATION OPTIONS" button. (N.B. this button is only viewable when logged into the site. See screenshot below.)



4) To register as an Exhibitor,

- A. Type "1" in the "QTY" field across from "Registration - EXHIBITOR" and the number of tables you want (1-5) in the "QTY" field across from "Table."
- B. If you (or your representative) require on-campus housing and/or a meal plan, click on the plus sign (+) to the left of the category to reveal the options. Select your preference and type "1" in the "QTY" field.



5) Complete "Ticket" (i.e., Exhibitor information)

- A. The information in the top section refers to the person completing and paying for the display.
- B. Complete the information for the person who is staffing the table(s).
- C. Click on "COMPLETE REGISTRATION" and then complete payment form.

**TICKET 1 - Registration - EXHIBITOR**

**Attendee**

**Name \***  
[Choose a person or enter a new name] Institution \*

**Email \*** Phone \* International?

**Institution**

**Staff Representative at the Meeting (if different from the one registering now)**

**Name** Company

[Choose a person or enter a new name]

**Email** Phone International?

**Badge Name (i.e. nickname or first name. It will appear in large font above your full name) \*** Arrival Date (mo/day/yr) \*

**Departure Date (mo/day/yr) \*** Emergency Contact: Name & Phone Number (preferably cell) \*

Ambulatory Assistance (for service vehicles if provided) Staying on campus? \*  
--Select an Option--

**Gender \*** Food Allergies (e.g. gluten, nuts)

--Select an Option--

**Registration Summary**

Promo Code: [ ] To apply promo, click the arrow.

Subtotal: \$0.00

**COMPLETE REGISTRATION**