



# FBINAA

## National Annual Training Conference & Exhibition

August 2-5, 2025 - Baltimore Convention Center

### Badge Registration Instructions

Each individual attending the Conference for any amount of time (one day to the entire Conference) will need to register for a badge. This is an additional step after you have secured and paid for your exhibit booth or sponsorship. Your group has been assigned a specific number and type of badges. Please follow these instructions to register each badge.

1. Click - [FBINAA-2025-Sponsor Exhibitor Badge Registration](#)
2. **Access Account.** Sign in to your account using the primary contact person's email address and password you should have received with your booth confirmation email. Email [showcase@fbinaa.org](mailto:showcase@fbinaa.org) if you need assistance with the email/password (note that this data only goes to the primary contact listed for the group).
3. On the **Welcome page**, note what badge type(s) your group has been assigned. **SOLD OUT** means that your group is not assigned that type of badge. Click "**Start**" to initiate a badge registration.
4. At the **Search page**, click the icon next to one of team members for the badge (pre-populated from prior Conferences) or click "**New individual**" to add a person not pre-populated.

#### Search

##### Search For Your Record

If your name is displayed below please select the Person Icon to continue with the registration process. If your record is not shown, please click the **New Individual** button below.

Individual	Select
A ANDERSON, DAVID	Registered
ANDERSON, DAVID	

5. At the **Sponsor/Exhibitor Booth Staff Information** page, provide all information (note required fields) and click "**Continue.**"
6. At the **Registration Fees** page, check the box which corresponds to the badge available and click "**Continue.**" **SOLD OUT** means that badge is not available to your group.

7. At the **Optional Activities** page, click the box(es) of any activities and events to be added with this badge registration. Note if you are not planning on attending one or more of the events "included" with a badge, please do not check that box. Fees will apply to this badge order as noted for each selected activity or event. Once you have made all your selections to add-on to the badge order, click "**Continue.**"
8. At the **Review** page, double check your order for accuracy and either click "Go Back" (bottom of page) or "**Continue.**" *You may also opt to register additional members of your group in this order before you move to the final registration payment and confirmation.*

### Group Registration

Select the button to the left to add an additional attendee from within your agency/organization.

[Click here to register another person from your organization](#)

9. At the **Conference Policies, Terms & Conditions** page, review the policies and requirements and click "Confirmed" to agree and move forward.
10. If your order has a balance due, you will move to the Payment page. Provide your credit card for payment, confirm the registrants email and an additional contact email (optional). Check both the confirmation boxes and click "**Complete Submission.**"
11. Your order is complete once you receive an **email confirmation**. Your badge request will be reviewed and is subject to approval by Conference staff.
12. **Hotel reservation** links will be provided in the approved confirmation email sent to the primary email provided for the registration. Please make your reservation(s) at one of the Conference hotels.

Thank you.

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[showcase@fbinaa.org](mailto:showcase@fbinaa.org)

