Group Registration Process

To register employees from your organization, the ABA Administrator is the only individual who can do that by logging into their own profile. If you have questions on who is the Administrator for your organization or if you should be the Administrator, please contact ABACentralOffice@ameriburn.org.

1. To register your group, first login to your ABA Administrator account. [Click here to login.]

2. Select Premium Events on the drop down and then 2023 ABA Annual Meeting.

3. You will see the option to register as yourself or your group as shown below.

ABA Annual Meeting

Purchasing for “Marc Hoarle (Tester)”
4. Select Group Registration for your organization

5. Then it will go the next page where you can select your attendees for the annual meeting. 

**NOTE:** The employees of the organization need to be affiliated/associated with the organization. If they are not listed under the organization, you can enter them and link them to your organization. If you have questions on this, reach out to ABACentralOffice@ameriburn.org.

6. Type in the names of the individuals linked to your organization. Select and click on next.
7. In the next window you will have to fill in the Badge information for the attendee and answer questions if attending the Friday celebration, allergies, ADA requirements, and COVID-19 Policy, ABA registration terms and policies.

8. Once you have completed that portion, click on add and it will take you to the next window to select another attendee and complete the same process as before for all attendees. As you complete the process for each attendee they will be listed as seen below:

9. Once you have completed all the attendee’s registration you can click on next. The next window will ask if the attendees will attend any of the Pre-Conference Courses at additional costs. If not, you can bypass to the next page.
10. The next window will list all of the attendees and charges for the annual meeting and any additional session you selected.

11. If you were provided with a discount code, you can enter it in the Promo Code area and select Apply.

12. Click on checkout and fill in the billing information if paying via credit card. If paying by check you can select the “Bill Me” option. Click submit to complete your order and you will receive a confirmation email for the order.

All of your attendees are now registered for the 2023 ABA Annual Meeting.

If you have any questions or having any issues with the registration process, please contact us at Registration@ameriburn.org.