



2020 Meet the Builder Event Registration & Meeting Set-Up Instructions

1. To get started, please use Chrome as your browser and click the event registration link then click the **“Register Now”** button as seen below.



2. Choose your Attendee type. If you are an Event or Annual Sponsor, click the drop down and select sponsor. All others choose Associate Participant. (*Note-Builder members do not register here)

Attendee

Attendee Type

Save

3. Fill in the form below. It is strongly suggested to use a head shot or your company logo in your profile for the Virtual Stage, Networking area to set yourself apart from everyone else.

Attendee

Attendee Type

HBA Associate Members

First name*

Last name*

Email*

Company*

City

Country

Job title*

Photo - Logo

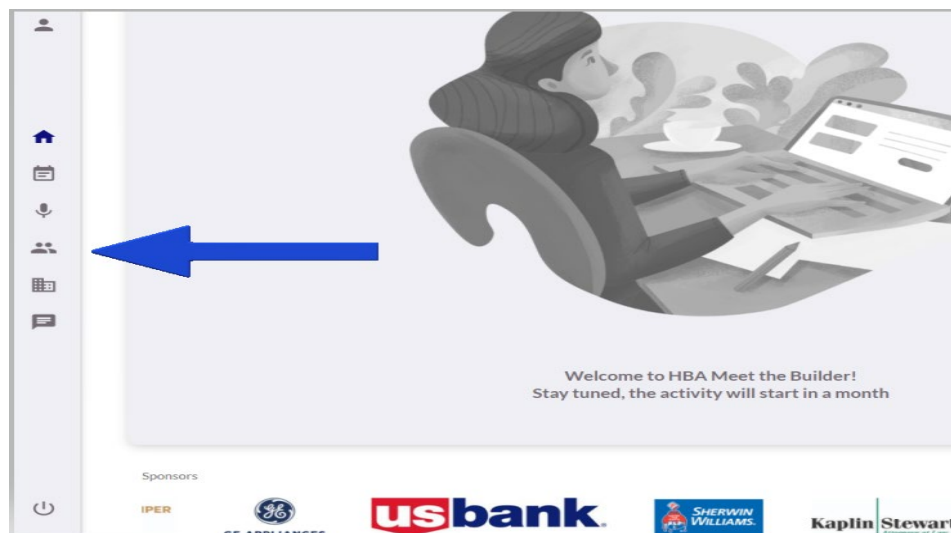
Choose File No file chosen

4. Check your e-mail. A confirmation of your registration will be sent along with a link to the virtual stage.

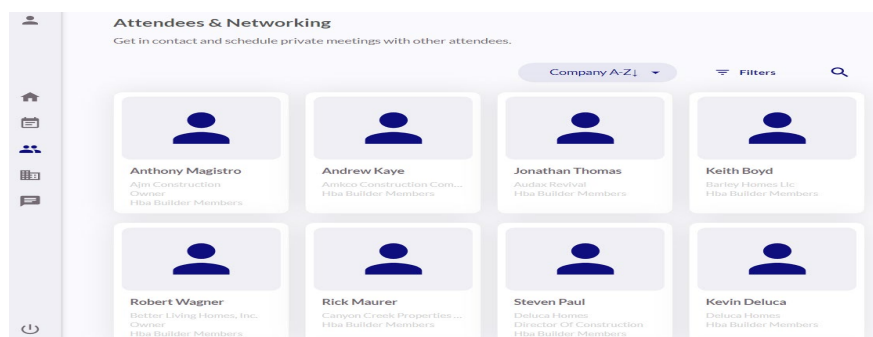
- Click the link to the Virtual Stage and enter your e-mail address. This gives you access to the builders schedules.

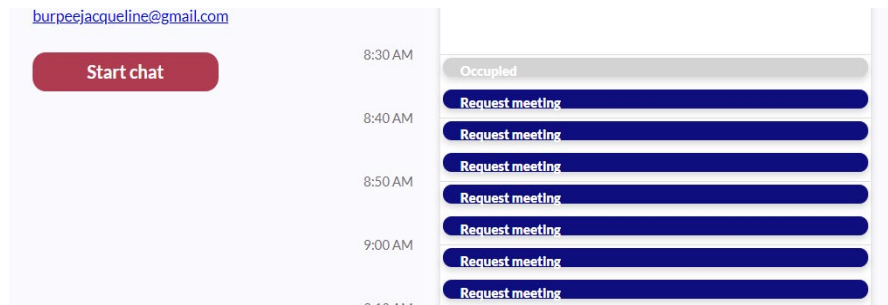


- There are modules on the left-hand side of the screen. Select Attendees and Networking. This is where you choose those you wish to meet with, and select your session times. A gallery view of each builder profile will be available. (Some builders have multiple attendees for your convenience).



- Select the builder you wish to meet to view their available times. Do this for each builder. You have a 4-minute window. Each builder has a 1-minute break between to prepare for the next meeting. An e-mail for each meeting will be sent to you. It is highly suggested to add your meetings to your personal calendars for alerts.





8. Now that you have scheduled your meetings, be sure to check back to the site to see if any other builders were added between now and February.

The Day of the Event:

9. Log in to the Virtual Stage with your e-mail.
10. Check your schedule.
11. While you wait for your meetings, you will stay in the Virtual Stage, seen below. On the right, your calendar will appear with your schedule and another tab for a live Chat. During this time, will have the opportunity to network with other associate members, the main chat where all can speak to one another or through a private message by selecting their profile and sending a private message.

