



## 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)

A screenshot of a registration form showing the 'Attendee' section. It includes a dropdown menu labeled 'Attendee Type' with the option 'HBA Associate Members' selected. A 'Save' button is located to the right of the dropdown.

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.

A screenshot of a detailed registration form titled 'Attendee'. The form fields include:

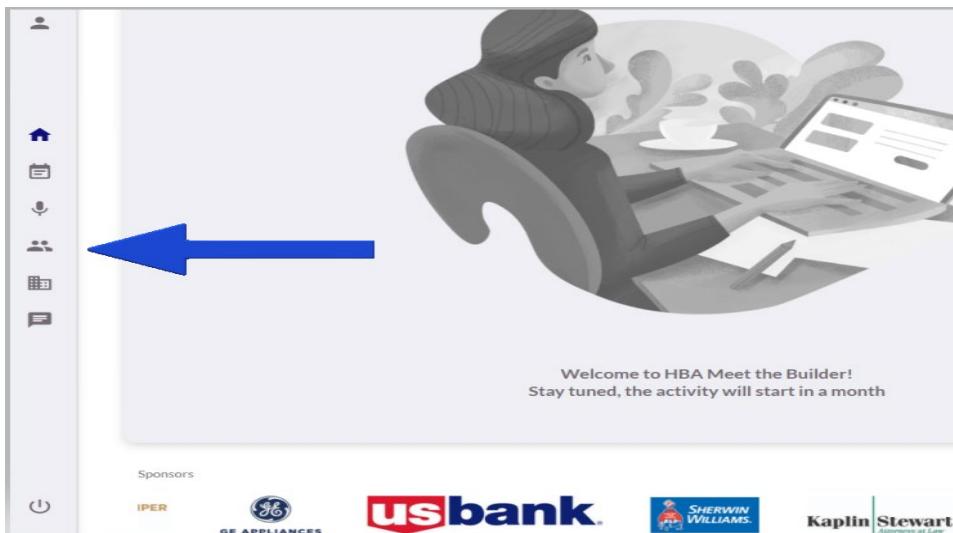
- 'Attendee Type' dropdown set to 'HBA Associate Members'.
- 'First name\*' text input field.
- 'Last name\*' text input field.
- 'Email\*' text input field.
- 'Company\*' text input field.
- 'City' text input field.
- 'Country' dropdown menu.
- 'Job title\*' text input field.
- 'Photo - Logo' section with a 'Choose File' button and a note 'No file chosen'.

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

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

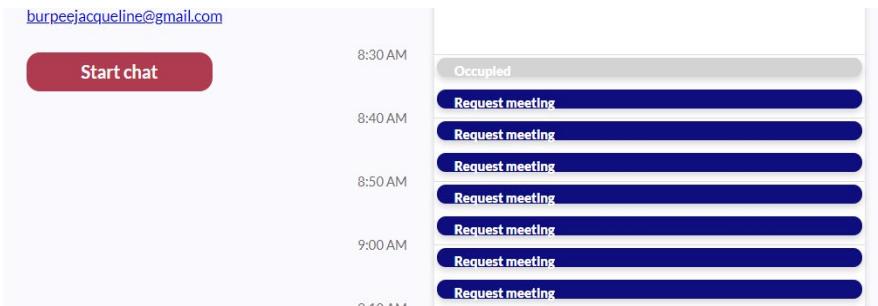


6. There are modules on the left-hand side of the screen. Select Attendees and Networking. This is where you choose those you wish to meet with, and select your session times. A gallery view of each builder profile will be available. (Some builders have multiple attendees for your convenience).



7. 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.

Builder Name	Builder Title
Anthony Magistro	Ajio Construction Owner Hba Builder Members
Andrew Kaye	Amico Construction Com... Hba Builder Members
Jonathan Thomas	Auton Rehovat Hba Builder Members
Keith Boyd	Boyle Homes LLC Hba Builder Members
Robert Wagner	Better Living Homes, Inc. Co-Owner Hba Builder Members
Rick Maurer	Canyon Creek Properties... Hba Builder Members
Steven Paul	Deluca Homes Director Of Construction Hba Builder Members
Kevin Deluca	Deluca Homes Hba Builder Members



- 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:**

- Log in to the Virtual Stage with your e-mail.
- Check your schedule.
- 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, you 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.

Live now Chat

Viewing now

Feb 16th, 8:00 AM - 11:00 AM HBA Meet the Builder

Coming up next

Feb 17th, 8:00 AM - 11:00 AM HBA Meet the Builder

Welcome to HBA Meet the Builder!  
Stay tuned, the activity will start in a month