

Women & Allies in Banking

How to Purchase a Table

To purchase a table, login to your <u>My MBA</u> profile and from the main navigation menu select **Exhibits**. From the seating chart, select the table you would like to purchase and click **Continue** to proceed through checkout.

How to Register Table Guests

After completing checkout, from the <u>My MBA</u> main navigation menu select **Personnel Mgmt** to register your table guests. Those with existing Mass Bankers accounts will be listed for you to register by selecting **ADD** next to the individual's name. For those not listed and without existing Mass Bankers accounts, select **ADD NEW TABLE REGISTRATIONS** at the bottom of the page. Once the guests you wish to register have been selected, click **Checkout** to complete registration. You will **NOT** be prompted for payment.

You can return to this page at any time to add, remove, or substitute up to 10 registrations. Tables can only seat 10 guests. Additional individual registrations or tables will need to be purchased if you need to register over 10 guests. Please contact the <u>Registrar</u> for additional assistance.



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