



Women's Basketball Coaches Association | Convention Registration Form

Register online or mail with check to WBCA Convention Services, 4646 Lawrenceville Hwy, Lilburn, Georgia 30047.

Information

All forms must be completed and full payment received before the WBCA will confirm registration.

Affiliation (check one): NCAA I NCAA II NCAA III NAIA Two-Year College Scholastic (High/Middle School)
 AAU/Recreational Professional(WNBA) International Patron/Speaker Other: _____

Name (as it should appear on your badge): _____

Job title: _____

School/company: _____

Address: _____

City: _____ **State:** _____ **Zip code:** _____

Phone (primary): _____ **(other):** _____

Email: _____

T-Shirt size: _____

Note: Your membership record will be updated with this information. By completing this form, you consent to the use of the personal information you provided for registration and marketing purposes. Review the complete Policies and Terms at WBCA.org.

**By registering, you agree to follow all policies, rules and guidelines associated with this event. Pre-registered guests may be asked to show their confirmation email when picking up registration packets. If you arrive on-site without pre-registering, you may be asked to scan a QR code and register online.

Registration Fees

NCAA I, II, III, NAIA, Professional & Administration

Sept. 6 through Oct. 25, 2023	\$350
Oct. 26, 2023, through Feb. 21, 2024	\$450
Feb. 22, 2024, through EOE*	\$525

Two-Year College

Sept. 6, 2023, through Feb. 21, 2024	\$205
Feb. 22, 2024, through EOE*	\$265

Scholastic, AAU & International

Sept. 6, 2023, through EOE*	\$205
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Patron & Speaker (If attending full convention & not exhibiting.)

Sept. 6, 2023, through EOE*	\$900
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*EOE - end of event.

Check here if you are a first-time attendee.

Additional Registrations

** The WBCA no longer offers *Spouse/Companion* passes.

Welcome Party

If you are registering to attend the convention, the Welcome Party is included in your registration fee. You do not need to purchase this \$75 pass for yourself. This \$75 pass is needed **ONLY** for each person, not registered for convention, but will attend the Welcome Party with you as your guest.

**Note: this pass only gives your guest access to the Welcome Party. It does not provide access to other sessions, social events or the Courtside Expo. All persons, including guests, must be 21 years and over to attend the party.

Sept. 6, 2023, through EOE*	\$75
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Additions

NCAA Women's Final Four

Division I Semifinals: Friday, April 5

Division I Championship: Sunday, April 7

Location: Rocket Mortgage FieldHouse | Cleveland, Ohio

When available, NCAA Women's Final Four tickets within the WBCA member block can be purchased at WBCA.org.

You must be a 2024 WBCA Convention registrant to purchase tickets in the WBCA member block. It is important to note that all tickets will be registered to the email address associated with your WBCA account. There are a limited number of tickets within the WBCA member block, so tickets will be sold on a first-come, first-served basis.

Mentoring Madness — Saturday, April 6 (tentative)

Fast-paced, small-group mentoring session. Participants will have face-time with experienced head coaches to discuss pertinent coaching issues. Availability limited. First come, first served.

8-9:30 a.m. ET (tentative)

**Not for patron/speaker registrants.

Registration Policy

- The WBCA must receive payment of all fees in full before confirming registration.
- Children 18 and under, accompanying their parent-members to convention are welcome at no charge provided they are supervised by a badge-wearing adult attendee.
- All member coaches must comply with the applicable bylaws and policies of their respective governing bodies (such as NCAA, NAIA, NJCAA, etc.) that regulate contact with recruitable student-athletes while attending the WBCA Convention.

Cancellation of Registration

- All notices of cancellation must be submitted in writing from the original registrant (not from their employer or supervisor) via email or mail.
- The following administrative fees apply to registration costs **ONLY**:
 - Sept. 6, 2023, through March 21, 2024 | \$130
 - No shows | No refunds
- No refunds after March 21, 2024, with the exception of the following scenarios:
 - Death in immediate family. Registrant must submit email in writing along with proof of obituary. This will qualify for a full refund upon approval.
 - Sick and/or hospitalization. Registrant must submit an email describing the illness and must have a signed, doctor's note. This will qualify for a partial refund and the cancel fee will still apply.
- Registrants can cancel their registration for a full refund if the request is submitted in writing within five (5) business days of purchase. This does not apply to purchases after the cancellation deadline of March 21, 2024.
- Cancellations do not apply to NCAA Women's Final Four tickets.
- If a registrant cancels their registration then chooses to re-register at a later time, they can use the original cancellation fee toward their new registration payment. The registrant will be required to register at the current rate based on when they re-register.
- Appeals due to Acts of God must be submitted in writing no later than April 26, 2024.
- Refunds may not be processed until after April 26, 2024.
- Refund requests will not be granted to registrants due to their participation in tournaments (such as WBIT, WBI, etc.).

Teams Participating in Women's Final Four and WNIT

The WBCA appreciates those members who forgo their convention fees to the WBCA while they compete in the NCAA Women's Final Four and the WNIT and assist the association in fulfilling its mission. Coaches and staff who register for convention and subsequently participate in the Women's Final Four or WNIT (semifinal and championship rounds), however, may request their registration fees be credited toward registration for the next year's convention when their dates of tournament play coincide with the dates of the WBCA Convention. All requests for the credit must be made in writing by April 15th each year and submitted by email to Shayla Black at sblack@wbca.org. The persons in question must also register to attend the next year's convention to receive the credit. Membership dues and registration fees apply to the member and not the institution.

**Dates for the 2024 NCAA Women's Basketball Invitation Tournament (WBIT) have not been announced. If the championship takes place at the time of the WBCA Convention, the above policy will apply.

Transfer of Registration

- All requests for transfer of registration must be submitted in writing (email or mail).
- Transfers are for registration packages as purchased. The WBCA cannot break up an order (such as tickets).
- The following administrative fees apply to transfers of entire registration package:
 - Sept. 6, 2023, through EOE* | \$85
- Transfers are only allowed between active WBCA members. If the recipient is not active, they must apply for either new membership or renew.
- A written notice from the original registrant (not from their employer or supervisor) is required.

Hotel Reservations

The WBCA has secured blocks of rooms at hotels in convenient locations in Cleveland, Ohio. We recognize that you have other options for accommodations. However, the WBCA has made a major commitment to Cleveland and its hotel community. Please use WBCA hotels when possible. The link to WBCA housing will be emailed to registrants Wednesday, Nov. 1. Those who register Wednesday, Sept. 6, through Tuesday, Oct. 31, will receive an email with the link to hotels. Those who register on and after Wednesday, Nov. 1, will receive the link to hotels in their convention registration e-confirmation.

Payment

Submitted via Mail (check only)

Check (make payable to WBCA; a \$50 service charge on any returned check.)

Total: _____

Check # _____

Check one:

School check

Personal check

Online via [WBCA.org](https://www.wbca.org)

For any questions, email register@wbca.org or call 770-279-8027 (prompt 2). Check(s) must be postmarked by the date of the deadline to receive designated prices.