



**1. Where can I find out more information about the individual Sections?**

Section contacts, schedules and mission statements can all be found in our [Section Handbook](#).

**2. I just joined/renewed my National CBA membership and remember marking off practice areas. Is that the same thing as Sections?**

No. While your CBA member profile does offer you the choice to select practice areas, this is not the same thing as registration for Alberta Branch Sections. There is a separate registration and payment required to join CBA Alberta Branch Sections.

**3. A message appears that my membership has lapsed, however I sent in payment last week. Why am I receiving this message?**

The National office processes your membership fees, and it may take up to two weeks before your status will be updated in our Alberta Branch database. In the meantime, please use the PDF version of the Section Registration Form.

**4. I enrolled last year, do I need to re-enroll?**

Yes, you will need to enroll each Section year in August or September.

**5. I will be acting as a Section executive member in the coming Section year; do I need to submit a registration form?**

Yes. In order to act as a Section executive member, you must be a paid full member of that particular section.

**6. Is there a deadline?**

We encourage members to have their registrations in by September to ensure that they will receive notice of the first meetings when the new Section year begins. We will continue to accept Section registrations throughout the year, however, fees are not pro-rated.

**7. Can we issue one cheque for the firm?**

Yes. Enter all registrations individually online and select 'Cheque' as your payment type; then send in your combined payment along with a copy of the confirmation emails. We ask that the cheque be issued only for Section registration fees, and NOT include payments for National memberships. Further instructions are included with the confirmation email you will receive upon registering for Sections.

**8. If I enter a different email (eg. Accounting department) on the registration page, will that change my CBA record?**

No. Your CBA record will remain the same, only the confirmation of your Section registration will go to the alternate email address.

www.cba.org

Email: [president@bccba.org](mailto:president@bccba.org)

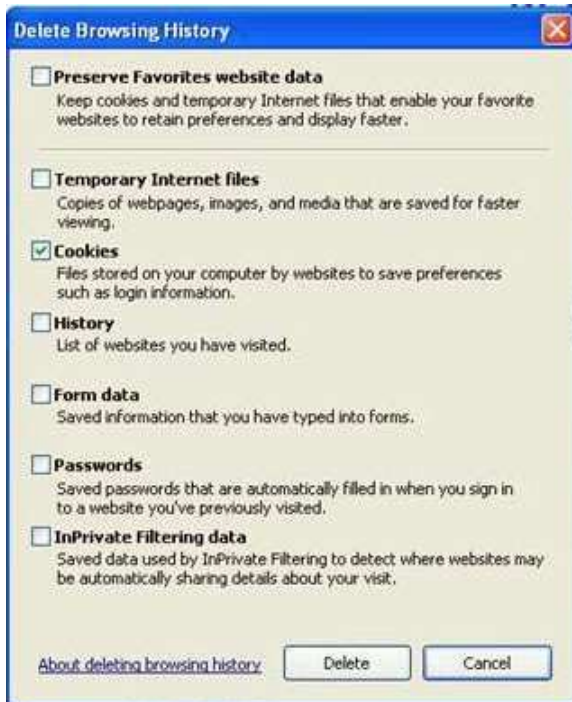
Send confirmation to this email (if different from above):

CBABC Members receive their first Section Enrolment free. Student/articled student members are eligible to receive three free Sections. This discount does not apply to



**9. I am in charge of registering a group of lawyers. I am processing the next lawyer, however it seems 'stuck' on the first lawyer.**

After submitting the registration, make sure to use the **REGISTER ANOTHER USER** link on the confirmation screen. If you missed that link, you will need to manually clear your Internet browser's memory by deleting the cookies by following these next steps:



In Internet Explorer 8, use Tools > Delete Browsing History. Deselect everything except for Cookies and then press Delete. Close **all open** windows of your browser.

Now, restart and revisit the page, and you should be able to register the next person.

**10. I have switched practice areas, can I add Sections?**

If you would like to add a Section, please complete and return the PDF form:

**SOUTH:** <http://www.cba.org/Alberta/main/pdf/SouthReg1112.pdf>

**NORTH:** <http://www.cba.org/Alberta/main/pdf/NorthReg1112.pdf>

**SOUTH LIVE WEBCAST:** <http://www.cba.org/Alberta/main/pdf/WebReg1112.pdf>

**11. I have registered online, am I able to log back in and make changes to my original registration?**

No. You must contact your local CBA office.

**13. I want my Section notices to go to a separate email address from the one that receives other CBA e-blasts, is this possible?**

No, at this time, all e-blasts go to the members' preferred email.



## Frequently Asked Questions General Information for Online Section Registration

**14. I am registered in Sections; however I do not think I am receiving all the notices.**

Each Section will vary in the number of meetings, and consequently the number of notices that are circulated. All Section notices are sent from the email addresses: [southconfirm@cba-alberta.org](mailto:southconfirm@cba-alberta.org) (Calgary & Area) or [edmonton2@cba-alberta.org](mailto:edmonton2@cba-alberta.org) / [northconfirm@cba-alberta.org](mailto:northconfirm@cba-alberta.org) (Edmonton & Area), and this may have been diverted to your junk email folder. Please add our email addresses to your safe list to avoid it being quarantined or marked as spam. Please contact your Section Registrar if you require further assistance.

**15. I have entered my credit card information online and have selected the correct card type, but I receive a message saying that the card entered does not match the credit card type selected.**

Ensure you have entered the credit card number in the 'Number' field, and not the 'Card Holder Name' field. Also, do not use any spaces when entering in your credit card number.

Also, if you have moved firms, please make sure to update your contact information by emailing [directry@cba-alberta.org](mailto:directry@cba-alberta.org) or by using the online Update Member Profile page at [www.cba.org/alberta](http://www.cba.org/alberta).

**If you require further information:**

**Canadian Bar Association – Alberta (SOUTH)**

Phone: (403) 218-4313

Fax: (403) 265-8581

Mail: 1725, 311 – 6 Avenue SW, Calgary, AB T2P 3H2

Email: [sections@cba-alberta.org](mailto:sections@cba-alberta.org)

**Canadian Bar Association – Alberta (NORTH)**

Phone: (708) 428-1230

Fax: (780) 426-6803

Mail: #1001, 10235 – 101 Street, Edmonton, AB T5J 3G1

Email: [Edmonton2@cba-alberta.org](mailto:Edmonton2@cba-alberta.org)

[www.cba.org/alberta](http://www.cba.org/alberta)