

FREQUENTLY ASKED QUESTIONS:

Q: I clicked on the registration link, and it looks like the course is already full; what are my options?

A: As soon as a course fills up, a waitlist is enabled and the option will appear for members to add their name to the waitlist if they'd like a chance to have a seat released to them should another member need to cancel. If/when tickets become available, they are released in numerical order to members whose names are on the course waitlist. If the waitlist obtains a significant number of members, the waitlist may be closed as well.

Q: If I add my name to the waitlist, how likely is it that I will get a seat in the course?

A: Unfortunately, we are not capable of predicting the likelihood of someone being able to get a seat if they add their name to a waitlist; every course is different, and many cancellations happen in the two weeks prior to the start of a course. If you do add your name to the waitlist, please carefully read the email that is automatically sent to you through Eventbrite for further instructions/information.

Q: My name is on the waitlist, and I see that there are seats available; can I register?

A: Once the course reaches max capacity and a waitlist is enabled, any seats that appear as though they have come open are currently being released to members who are on the waitlist (in numerical order). You may only register at that point if a ticket is released to you as a member of the waitlist.

Q: I see a ticket was released to me from the waitlist, but I didn't read the email until after the 48-hour window I was given to register; can I register now?

A: No, unfortunately once the 48-hour window expires, the available ticket is then released to the next person on the waitlist.

Q: I added my name to the waitlist, but I am no longer able to attend; what do I do?

A: Please send an email to airng.cbi@gmail.com as soon as you know you are unable to attend the course; we can and will gladly remove your name from the waitlist.

Q: I can no longer attend, so I'd like to swap my name with the name of a member from my unit, what do I do?

A: If you can no longer attend, your order must be cancelled as soon as possible. We do not swap names; our practice is to release available seats only to the next available member(s) on the course waitlist.

Q: I see that registration is now closed, but I was on the waitlist and still want to sign up, how do I do that?

A: At 1700 EST on the Monday prior to the start of a scheduled course, registration officially closes and the attendee report is finalized. Any remaining seats from that point forward will be filled by members of the host unit at the host unit's discretion. Eventbrite registration is no longer an option.

Q: I would like to add my name to the waitlist for a course in the future; how can I do that?

A: Our course waitlist is not able to take down the names of members who would like to attend a course in the future, registration is strictly first come first served when open. The waitlist is only enabled after the course reaches max capacity for those members who would like to remain on standby if an order is cancelled and a seat becomes available.

Q: I would like to be notified when registration for a particular course is open, where do I submit my contact information?

A: This is not a service we are able to provide, members who would like to attend a specific course are responsible for setting their own reminders to visit the site during the timeframe in which registration is open. Please check with our website, when a course is accepting registrations nationally, a link will be active on our site (angcbi.com). We try and open courses with available registration around 45 days before the course.

Q: I want to know more information about a course that will be held this fiscal year but is not currently open for registration, where can I access that information?

A: Details related to a specific course are not made available until the course is open for registration. Once released, the course announcement will have all the information needed regarding the specific course that is announced.

Q: I am looking for course schedule information beyond what's currently posted, where do I find that information?

A: Our course schedule is posted per fiscal year, the new fiscal year's schedule will be posted sometime early to mid-September, and no information about these courses will be disclosed prior to making them public on this site. Our last course of the FY is typically July.

Q: Do I need a Training Line Number for CBI?

A: There is no TLN for CBI and attendance at CBI is a unit expense.

Q: Where do I lodge and what is my per diem?

A: The course announcement may have information about lodging recommendations; however, utilize DTS for lodging and determining per diem rates. Any questions on your DTS and travel should be asked of your unit's travel experts.

Q: I am registered for a course; will I receive additional information?

A: All the information about the course is on the specific course announcement (i.e. uniform, time, location, ect.), there is no additional information sent to the registrations. If there are changes or updates, that information will typically be pushed through Eventbrite.

Thank you for your interest in the Contemporary Base Issues course; we hope to see you at one of our courses in the near future!