

Registration Quick Tips For Returning Attendees

Below are a few quick tips to help you with the registration process.

1. Log in to your account
 - If you forget your password, there is an option to reset it by clicking on “Forgot Password”.

2. Register for the conference (Individuals)
 - Click on the *Dashboard button*, which is located next to your name at the top of the screen.
 - Under *Manage Profiles*, click on *Go to Registration*.
 - Review and revise all requested information.
 - Some additional questions have been added to the registration form this year. Please make sure you complete all mandatory fields.
 - Choose the registration type and read the cancellation policy. Make sure you check the box acknowledging that you have read the policy and agree to the statement.
 - You will choose your payment method, and your registration is complete!
 - You will receive an email confirming your registration.

3. Register for the conference (Groups). Group rate is only available until March 29, 2019.
 - Click on the *Dashboard button*, which is located next to your name at the top of the screen.
 - Under *Manage Profiles*, click on *Go to Registration*.
 - Review and revise all requested information.
 - Some additional questions have been added to the registration form this year. Please make sure you complete all mandatory fields.
 - Choose the registration type and read the cancellation policy. Make sure you check the box acknowledging that you have read the policy and agree to the statement.

- The \$10 discount per attendee will be applied to your order as the group rate.
- You will automatically move on to the next person in your group account. These individuals are those that you registered for the 2018 conference.
- Review all of the registration questions for each individual.
- Once you have reviewed all individual registrations, you can find all of your order information on your *Dashboard*.
- Where is payment information added?
- You will receive an email confirming your registration.

4. Deleting an individual registration from your 2018 group

- Click on *Additional Options* next to the individual's name on the *Dashboard*. Then, click on *Delete Profile*.

5. Adding an individual registration to your 2019 group

- Click on the blue *Add Profile* button, and fill in the requested information.