


1. Log In then navigate to your profile > select **My Registrations**

Membership ▾ Chapters Explore by Role ▾ Participate ▾ Resources ▾ Conferences ▾ About ▾



Liz Shine
D365UG/CRMUG Engagement Manager, Dynamic Communities 5 new messages


My Profile | My Connections ▾ | My Contributions ▾ | My Settings ▾

Company: Dynamic Communities

Update Contact Details	My Registrations	View and Pay Invoices	View and Create Support Tickets
Add and Manage Users	Change Your Company	Update My Chapter	Subscription Management

2. Under your Upcoming Events > XXUG Summit Phoenix 2018 > Summit registration > select **Meeting Details**

Dynamics AX Dynamics CRM All User Groups



My Chapter: Florida (Regional) search
My Chapter Community | Update Location

Membership ▾ Chapters Explore by Solutions ▾ Participate ▾ Resources ▾ Conferences ▾

Upcoming Events

Meeting	Begins	Recording Url		
19 Ways to Supercharge your Marketing Planning for 2019 (CMA)	11/14/2018 (2:00PM Eastern Time)	https://attendee.gotowebinar.com/register/1979775530974816770	Registration Details	Meeting Details
D365UG Summit Phoenix 2018	10/15/2018 (5:00PM US Mountain Time)		Registration Details	Meeting Details
CRMUG Summit Phoenix 2018	10/15/2018 (5:00PM US Mountain Time)		Registration Details	Meeting Details

3. Then select **Edit Registration**

The screenshot shows the D365UG Summit Phoenix 2018 registration page. The page header includes navigation links for Dynamics AX, Dynamics CRM, and All User Groups, along with social media icons and a user profile. The main content area features the event title, dates, and a 'You're Registered!' message. A 'Registration Details' sidebar on the right contains a green confirmation box and two buttons: 'Edit Registration' (circled in red) and 'Download iCal'. Below the event description, there are tabs for 'Description', 'Location', and 'Schedule'.

4. Select **Edit** under *Registration Actions*

The screenshot shows the D365UG registration management page. The page header is identical to the previous screenshot. Below the navigation menu, there is a table with the following data:

Name	Date Registered	Confirmation Code	Registration Actions
Liz Shine	06/06/2018	084456	Edit Transfer Cancel

Below the table, there are three buttons: 'Back', 'Update Badge', and 'Register More Attendees'. The 'Edit' button in the 'Registration Actions' column of the table is circled in red.

5. Select Add Activities

The screenshot shows the D365UG website registration page. At the top, there is a navigation bar with 'Dynamics AX', 'Dynamics CRM', and 'All User Groups'. The D365UG logo is on the left, and the 'My Chapter: Florida (Regional)' information is on the right. Below the navigation bar, there are menu items: 'Membership', 'Chapters', 'Explore by Solutions', 'Participate', 'Resources', 'Conferences', and 'About'. The main content area shows a registration form for 'Liz Shine'. The form displays the fee: 'D365UG Summit Staff Summit 2018 - \$0.00'. Below the fee, there is a message: 'There are no activities for this registration'. At the bottom of the form, there are two buttons: 'Add Activities' and 'Update Information'. The 'Add Activities' button is circled in red.

6. Choose D365UG Women in Technology Luncheon > Click continue

The screenshot shows the D365UG website registration page with the 'Available Activities' section. The page layout is similar to the previous screenshot. The 'Available Activities' section is titled 'Sessions' and lists activities for three dates: Monday - October 15, 2018; Tuesday - October 16, 2018; and Thursday - October 18, 2018. For each date, there are two options: 'Guest Pass - Monday Evening Reception: 5:00 PM - 8:00 PM US Mountain Time' and 'Guest Pass - Monday Evening Reception - D365UG Summit Staff Summit 2018 (\$150.00)'. The 'Thursday - October 18, 2018' section is circled in red, and the 'D365UG Women in Technology: 12:30 PM - 2:00 PM US Mountain Time' option is selected. Below the activities, there are two buttons: 'Back' and 'Continue'.

Success! You will receive a confirmation email to confirm **You're Registered!**