

MAIN STREET Now

CONFERENCE

SEATTLE, WA

MARCH 25-27

2019

ADDING MOBILE WORKSHOPS AND TICKETED EVENTS TO AN EXISTING REGISTRATION

1) Are you on the main registration page?

- a. If NO: Please go to the main registration page where you log in (then proceed to 1b)
- b. If YES: Log back in to the system as a RETURNING USER with the username and password you previously selected

2) You should now be at the Home: My Registrants page. You will see invoice information and underneath that you will see a list of all names on the invoice. Above your name, you will see several tabbed options; please click on the one that says *Update Options*; you will be directed to another page.

3) On the bottom right of the page, click the button that says *Edit Unconfirmed Fees & Other Choices*.

4) Review all mobile workshop options carefully and make your selections. Please select only one option per time slot. Once you have made all of your selections, scroll down to the bottom of the page and click the button on the bottom right that says *SUBMIT CHANGES AND RETURN TO REGISTRANT OPTIONS*.

5) You will receive an automatic email confirmation noting the changes to your registration. Your workshop selections can be reviewed on your invoice.

****Please note: you can only update fees if you are the main contact on the invoice.****