****

**In order to make changes to your registrants, you need to make an account.**

These are instructions for:

* Logging back into your account or creating your account
* How to complete another registration, added to the same account, once you have already registered, so you can get the Same Agency discount
* How to make changes to your registrants or add an additional purchase, such as a guest for the dinner cruise

If you saved your credit card information when you registered, you would have been prompted to save a password. If so, you can go back to the registration page and login.

A screen shot of a login

Description automatically generated

If you did not save your credit card information, there will be a link to claim your account on the registration confirmation page and confirmation email (from [noreply@regfox.com](mailto:noreply@regfox.com)). If you can’t find your email, you can go to the registration page,  and click on “Resend Confirmation” in the top menu, and enter your email address. Then follow the instructions below.

A screenshot of a login screen

Description automatically generated

At the bottom of the confirmation email, it will look like this:

A screenshot of a computer screen

Description automatically generated

When you click the invite, you will see the option to claim your account.

A screen shot of a login account

Description automatically generated

Make sure you use the same email address you used to register. Once submitted, you will be emailed the link to activate your account.

A screenshot of a web page

Description automatically generated

Complete the account set up by creating a password.

A screenshot of a login form

Description automatically generated

**How to complete another registration, added to the same account, once you have already registered, so you can get the Same Agency discount:**

Log into your account from the top of the registration page.

A screen shot of a login

Description automatically generated

Enter your email, password, and select Go to Account Center. Login.

A screenshot of a login screen

Description automatically generated

You will see your Personal Information.

Click on the “Registrations” menu.

A screenshot of a registration form

Description automatically generated

Click on your current registration (View Details works too.)

A screenshot of a registration form

Description automatically generated

Click on “Add Registrant.”



After you add the new registrant’s information, you can charge to the previously used credit card, or charge a different card. Then click “Save.”

A screenshot of a phone

Description automatically generated

**How to make changes to your registrants or add an additional purchase:**

Click “Edit” on your registrant that you want to edit.

****

Edit any of their information and click “Save.”

If you need to add an additional purchase, such as the dinner cruise, select “Yes (for guest).”

**A close-up of a ticket

Description automatically generated**

Once you have selected “Yes (for guest),” you can charge to the previously used credit card, or charge a different card. Then click “Save.”

A screenshot of a computer screen

Description automatically generated