

How to Apply a Workshop Speaker Promocode to an Existing Registration.

1. Click the blue **Edit/Update Record** button included in your email confirmation to access your registration dashboard.



2. Click **Profile** on your Dashboard to apply

your promocode



3.On the Profile page, enter your **Promo Code** and click **Apply Code**. The workshop will be added to your registration automatically. *Do Not attempt to add the workshop on the Events page.*

Your Profile
Please be aware that your application will time out after 20 minutes of inactivity
* indicates required fields.
Promo Code
Apply Code
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,

4.Scroll to bottom of page and click Next



5.Click Finish on the Dashboard



6.Click **Next** at the bottom of the Review and Check Out page



7. Click View Confirmation to print or send

via email

Confirmation		🏶 Dashboard
A confirmation email will be sent to the email address provided upon	registration.	
TEST Guest ID: 1110 Expo Only	Make Hotel Reservation	View Confirmation
	View Visa Letter	
The registration process is complete. Now you may: • Log out of this session, by clicking Sign Out below or • Return to your registration record, by clicking Dashboard below		
Sian Out	Dashboard	

Email Add	ress
To resend th record click	his confirmation to the email already in the registration on Send via Email above.
To forward t	his confirmation to another new email enter email ove then click Forward to Another Email below.