



## Cvent Instructions – How to Add Kids Kamp Fees

From the registration site summary page (which can be found on the conference page at [www.icpainc.org](http://www.icpainc.org)), you will open your registration information page but scrolling to the bottom of the page and clicking the link called “CLICK HERE” under the heading, “Already registered and need to retrieve information or modify registration?”



On this next page, enter your email address and the confirmation number that can be found in your confirmation email.



As you can see, if you have lost your confirmation email, you can easily retrieve all your information through email. If you do have your confirmation number, you can enter the information and click “ok” on the bottom right.

You will then be navigated to a page where you can modify your registration, unregister, substitute registration (under “more options”) and print the invoice or agenda from the “print options” drop-down tab.



Once you click on the “modify” button, you will see that you are on the modification of information page. Scroll down to the bottom and click “NEXT” in the bottom right hand corner.

The next page will be the “Sessions” page. Scroll down to the bottom of that page and you will see a section called “Sponsorship Opportunities.”

At the bottom of this page you will see options for Kidz Kamp on a daily basis. Put the number of kids attending each day in the box to have the lunch and snack fee added to your registration. Then scroll

down to the bottom of the page and click “NEXT” again. The next page will be a summary of your answers to registration questions, click “NEXT” again. On the final page, you will see the changes made under “ORDERS” heading. If you did not make any changes, you will see “no new item for this attendee” under your name. Click finish to save changes.

