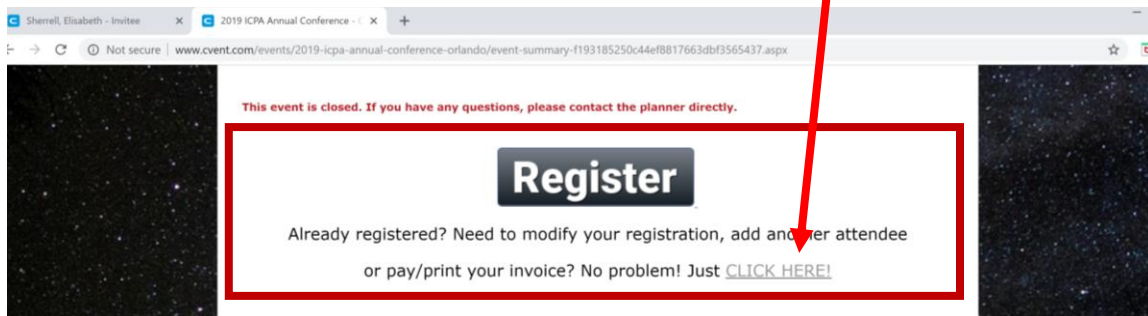




## Event Instructions – How to Add Kid Kamper(s)

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 by finding the REGISTER button and the link under it called “CLICK HERE” (under the heading, “Already registered and need to retrieve information or modify registration?”) This below picture varies from conference to conference but the link to modify your registration will always be under the REGISTER button on the first page of all event websites.



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

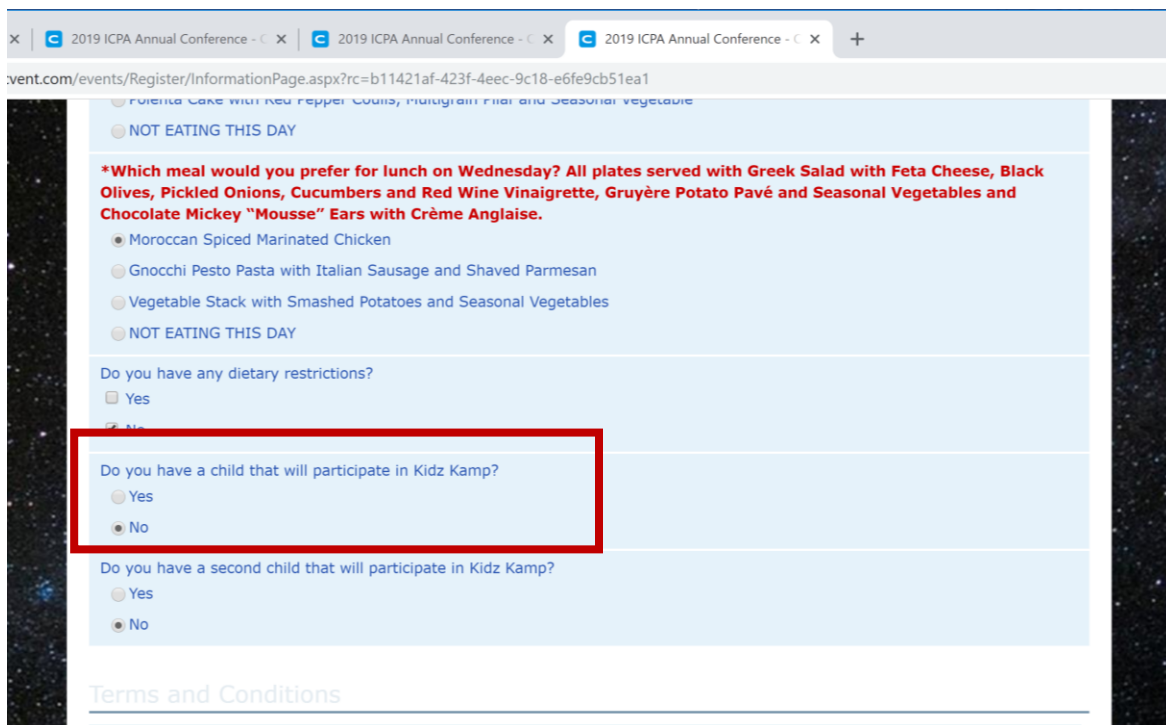


As you can see, if you have lost your confirmation email, you can easily retrieve all your information through email. If you do have your confirmation number, you can enter the information and click “ok” on the bottom right.

On the next screen, you will see a tab called “Modify” at the very top. Click on this tab.



On the next screen, scroll down to the middle at the end of the questions until you find the one that says "Do you have a child that will participate in Kidz Kamp?" The default should be no. Click on "Yes."



Once you click "yes" another set of questions will appear. Please fill them out completely so we have accurate information. If you have a second child that will attend, just follow the same instructions on the second question. Once you fill out the info, click "Next" at the bottom right hand corner of that page.

Do you have a child that will participate in Kidz Kamp?  
 Yes  
 No

What is your child's full name? Zoey Sherrell

What is your child's age? 8

What is your child's shirt size? (Youth sizes)  XS  S  M  L  XL

Do you have a second child that will participate in Kidz Kamp?  
 Yes  
 No

The next page is the session page. At the very bottom of this page you will see a section titled "Optional Items." You will need to order each day you plan on having your child attend separately. You need to put the quantity in each box. For 2 kids attending Monday, the number in the box will be 2. Then click "Next" on the bottom right hand corner of that page.

INSTRUCTIONS - How to Add Kidz Kamper(s)

2019 ICPA Annual Conference - x 2019 ICPA Annual Conference - x 2019 ICPA Annual Conference - x +

event.com/events/Register/ProdItems.aspx?rc=b11421af-423f-4eec-9c18-e6fe9cb51ea1&ra=31ffdc68-edc7-4f12-be3e-3a464f2e2b1e

Make attendees feel at home by sending them a special gift from your company: these drops go a long way to get folks talking about your hospitality. Bottled waters, pens, note pads and snacks are always a good gift item. You provide the items for the hotel, they deliver. Simple and effective!

**KIDZ KAMP - CHILD ATTENDING MONDAY (PER CHILD) (KIDZ KAMP - ATTENDING MONDAY'S)**

This fee includes cost of breakfast, lunch and snacks while at park. NOTE: Park tickets MUST be purchased separately and prior to the day of the activity. Kidz Kamp Kids will be responsible for their own magic bands during the day.

Quantity @ \$25.00/each

**KIDZ KAMP - CHILD ATTENDING TUESDAY (PER CHILD) (KIDZ KAMP - ATTENDING TUESDAY)**

This fee includes cost of breakfast, lunch and snacks while at park. NOTE: Park tickets MUST be purchased separately and prior to the day of the activity. Kidz Kamp Kids will be responsible for their own magic bands during the day.

Quantity @ \$25.00/each

**KIDZ KAMP - CHILD ATTENDING WEDNESDAY (PER CHILD) (KIDZ KAMP - ATTENDING WED)**

This fee includes cost of breakfast, lunch and snacks while attending Wednesday's activities. NOTE: We will not be attending a park this day.

Quantity @ \$25.00/each

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event

On the next page, if you scroll down to the bottom, you will see the added items in yellow. This shows you that you have indeed added them to your registration. Click "Next" to proceed to payment page.

*What is your child's age?* 8  
*What is your child's shirt size? (Youth sizes)* S  
*Do you have a second child that will participate in Kidz Kamp?* Yes  
*What is your second child's full name?* Aurora Sherrell  
*What is your second child's age?* 4  
*What is your second child's shirt size? (Youth sizes)* XS

## Agenda

### AGENDA ITEMS

Event Registration

### OPTIONAL ITEMS

Kidz Kamp - Child Attending Monday (per child)	2
Kidz Kamp - Child Attending Tuesday (per child)	2
Kidz Kamp - Child Attending Wednesday (per child)	2

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Cancel

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Finally, you will be at the payment page and you can enter your credit card number to finalize the order.

INSTRUCTIONS - How to Add Kidz Kamper(s)

2019 ICPA Annual Conference - 2019 ICPA Annual Conference - 2019 ICPA Annual Conference -


event.com/events/Register/RegSummaryPayment.aspx?rc=b11421af-423f-4eec-9c18-e6fe9cb51ea1

To submit a partial payment for your order, enter an amount for each item and then click **Update**.

Item Name	Fee	Qty	Amt Ordered	Amt Applied
Kidz Kamp - Child Attending Monday (per child)	\$25.00	2	\$50.00	50.00
Kidz Kamp - Child Attending Tuesday (per child)	\$25.00	2	\$50.00	50.00
Kidz Kamp - Child Attending Wednesday (per child)	\$25.00	2	\$50.00	50.00

Payment: \$150.00

**PAYMENT INFORMATION**



\*Name on Card:

\*Type: Visa

\*Credit Card Number:

\*Expiration Date: Month: January Year: 2019

\*Country: USA

\*Address: 7725 Woodside Hill

\*City: For Worth

\*State/Province: Texas

\*ZIP/Postal Code: 76179

Check ?

Wire Transfer ?

◀ Previous Cancel Finish