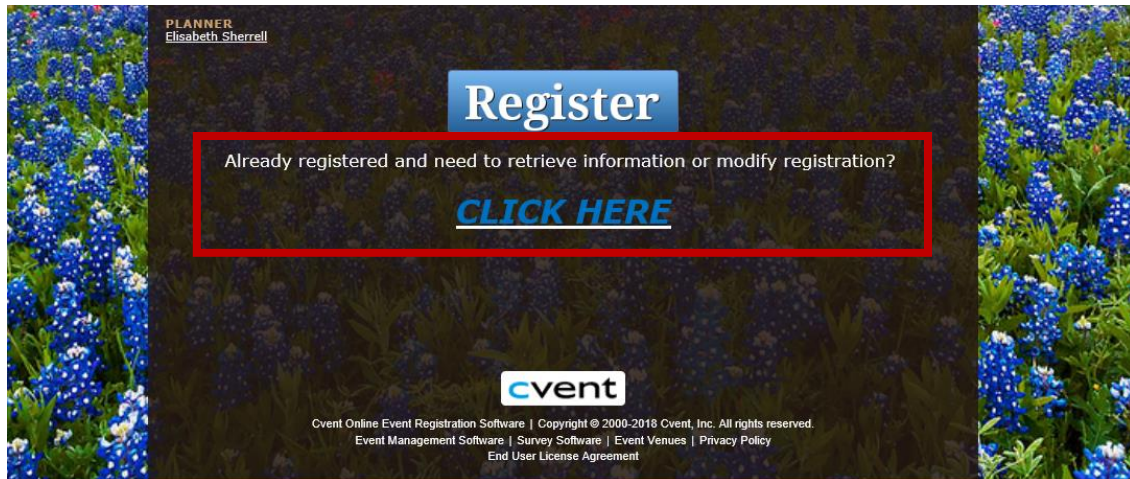


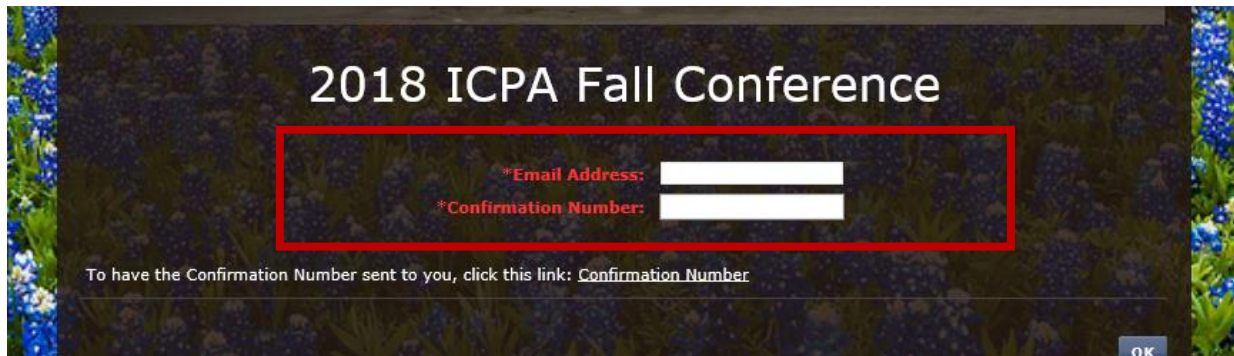


Cvent Instructions – How to Add a Registrant/Additional Booth Worker

From the registration site summary page (which can be found on the conference page at www.icpainc.org), you will open your registration information page by 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.

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



From this screen you can verify who in your group is registered. From the bottom of that page, you can click on “ADD PERSON” to add the new group member.

