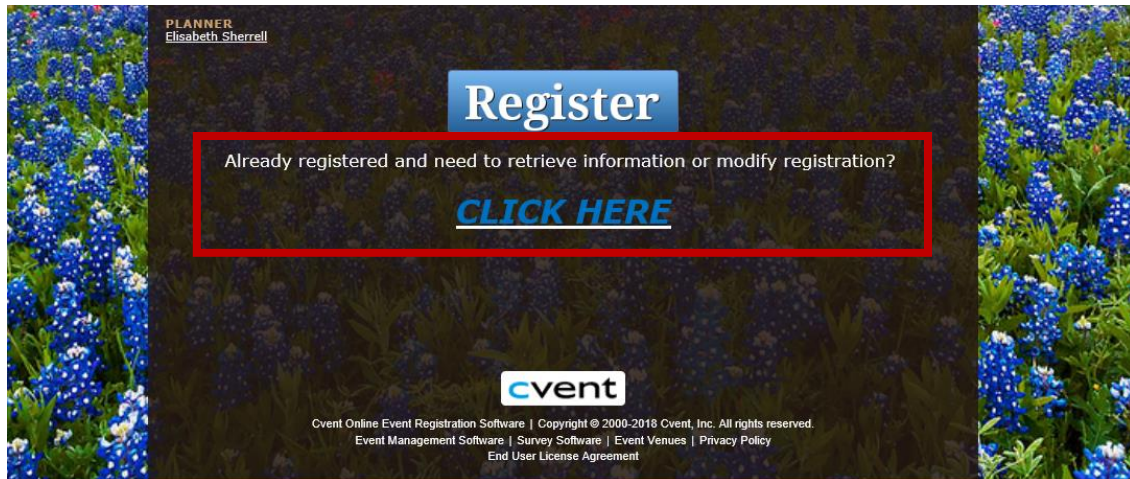


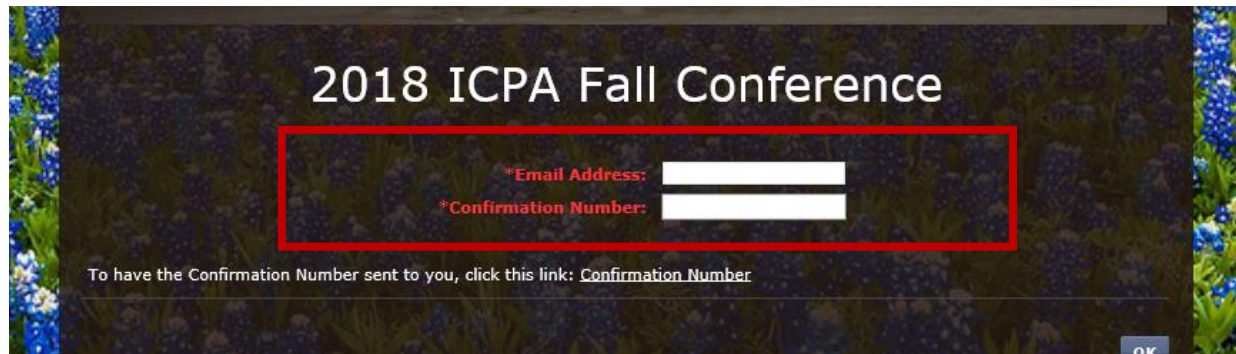


Cvent Instructions – How to Add to Your Registrant Group

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 and what Registration Type they are assigned to. From the bottom of the table, you can see an option that says ADD PERSON. Click on that to start adding an additional attendee to your group.

MARCH 24-27, 2019 ORLANDO

2019 ICPA Annual Conference - Orlando

MY GROUP

Name	Email Address	Registration Type	Confirmation Number	Number Registered
Clay Perry		Exhibitor - First Booth Person	J8NBKPRWZ9	1
London Keck		Exhibitor - First Booth Person	ZJND765ZPQN	1

ADD PERSON EMAIL GROUP REGISTRANT CHECKLIST

cvent