



## Cvent Instructions – How to Modify Your Registration

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 can change everything about your information except for your email address. This information must be changed from the admin side. You will then select “next” at the bottom of the page to continue through the modification process.



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”. Click finish to save changes.

