





## Group Registration Substitutions

1. Please navigate to your registration using the link provided in the Registration Confirmation email you received when you registered.
  - a. If you do not have your link, please email a request for the link to [ana@confex.com](mailto:ana@confex.com) and include your name and registration number.

2. Along the top of the registration form, click on the tab labelled “Add/Edit People”

3. Click the “Delete” button  on the line of the person you wish to remove from the conference.

	First Name	Last Name	Email Address	Resend Email ?	Delete ?	Edit ?
Full Conference - Group Rate (Early Bird)	Sample	Sample	Sample@email.com			

4. This will clear the current person out of that slot and create a new blank space. You may enter the new registrant in that blank space.
5. Be sure to click “Save” at the bottom of the page to save your new attendee.