

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 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.

A screenshot of a registration table. The table has columns for First Name, Last Name, Email Address, Resend Email, Delete, and Edit. A row is selected, showing "Full Conference - Group Rate (Early Bird)" in the first column and "Sample" in the other three. The "Delete" column contains a trash can icon. A red arrow points to this trash can icon.
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.