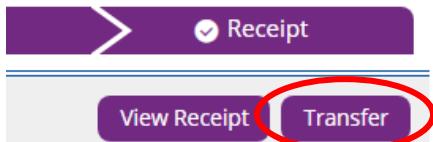


Individual Registration Substitutions

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 menu icon in the top right-hand corner. 
3. Click the **Transfer** button, then select the registration you would like to transfer.



4. This will display a form to search for the new registrant. Enter their email address and click **Search**. Follow the onscreen instructions to select the new registrant and/or enter their required information.
5. Once the new registrant has been selected, you will need to complete the Demographics step for them and the transfer will be complete.