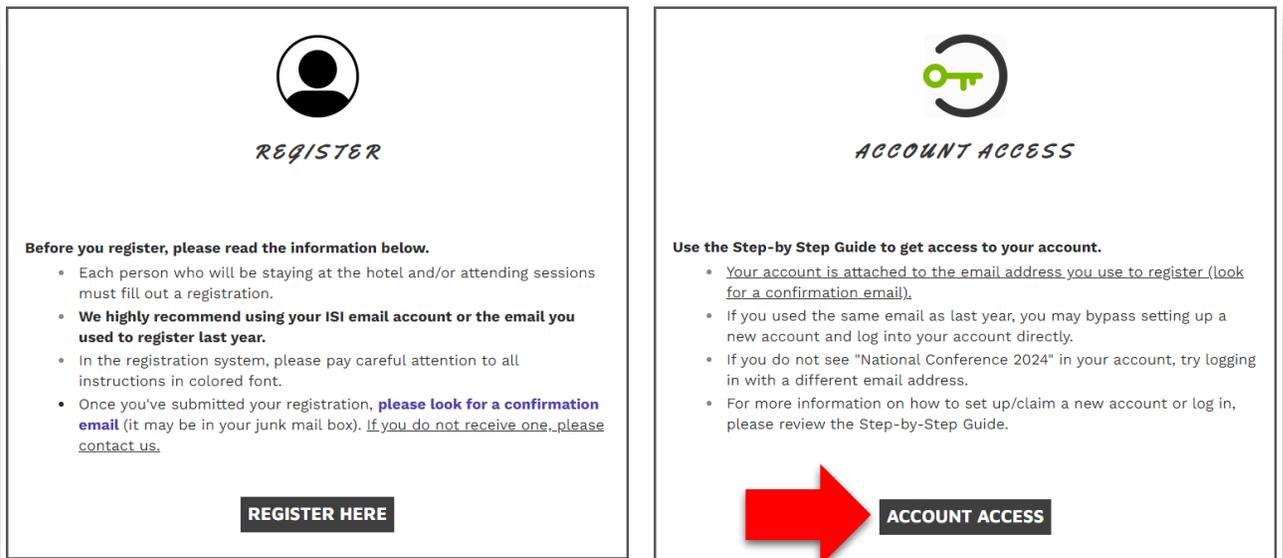


MAKE EDITS OR ADD A REGISTRANT

If you have NOT set up an account, please view the other Step-by-Step Guide.

If you have already set up an account, follow these steps:

1. Get access to your account by using the link on the [website](#) (Registration page, Account Access).



The image shows two side-by-side panels. The left panel is titled "REGISTER" and features a person icon. It contains instructions for registration and a "REGISTER HERE" button. The right panel is titled "ACCOUNT ACCESS" and features a key icon. It contains instructions for accessing an account and an "ACCOUNT ACCESS" button. A large red arrow points from the "REGISTER HERE" button to the "ACCOUNT ACCESS" button.

REGISTER

Before you register, please read the information below.

- Each person who will be staying at the hotel and/or attending sessions must fill out a registration.
- **We highly recommend using your ISI email account or the email you used to register last year.**
- In the registration system, please pay careful attention to all instructions in colored font.
- Once you've submitted your registration, **please look for a confirmation email** (it may be in your junk mail box). **If you do not receive one, please contact us.**

REGISTER HERE

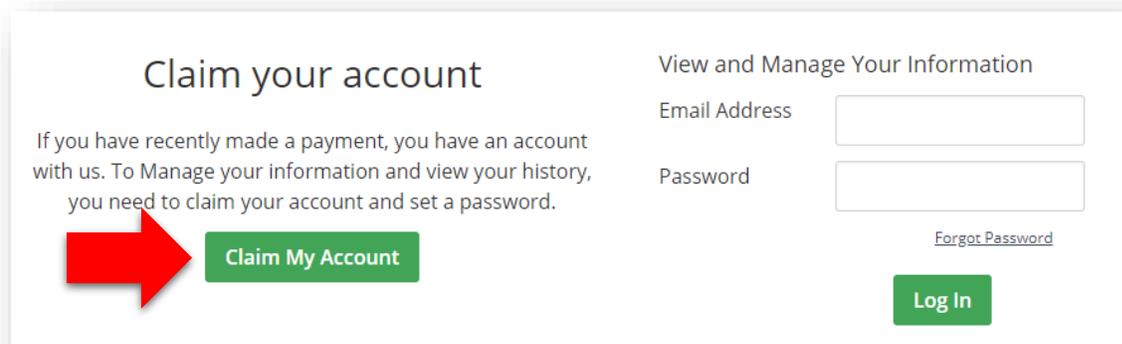
ACCOUNT ACCESS

Use the Step-by Step Guide to get access to your account.

- Your account is attached to the email address you use to register (look for a confirmation email).
- If you used the same email as last year, you may bypass setting up a new account and log into your account directly.
- If you do not see "National Conference 2024" in your account, try logging in with a different email address.
- For more information on how to set up/claim a new account or log in, please review the Step-by-Step Guide.

ACCOUNT ACCESS

2. When you are directed to this page, click the green button that says "Claim My Account."



The image shows a screenshot of a web page titled "Claim your account". It includes instructions for claiming an account, a "Claim My Account" button, and a "View and Manage Your Information" section with input fields for "Email Address" and "Password", a "Forgot Password" link, and a "Log In" button. A large red arrow points to the "Claim My Account" button.

Claim your account

If you have recently made a payment, you have an account with us. To Manage your information and view your history, you need to claim your account and set a password.

Claim My Account

View and Manage Your Information

Email Address

Password

[Forgot Password](#)

Log In

3. You will be taken to your registration account. On the top bar, select “Registrations.”



4. To get to your registration, click on any of the three underlined parts in the row related to the 2024 National Family Conference.

Date	Name	Billed Amount	
11/1/2023	<u>2024 National Family Conference</u>	\$1,814.00	View Details
11/16/2022	<u>2023 National Family Conference</u>	\$2,075.00	View Details

A. Edit a Registrant:

Each registrant’s information is divided by a grey bar. It will not have the registrant’s name in the grey bar, so please look just below at the name to ensure it is the correct registrant. To edit, find the grey bar associated with that registrant’s information and click “Edit.”



You can change anything in your registration, **except issue refunds** which must be done by the conference team.

B. Add Registrant:

To add a registrant, see the grey bar at the **top** of the page:



After following this guide, if you have any questions or concerns, please [contact us](#).