Attendee Online Registration Tutorial

How to Add Events to an existing registration

What do I need to add events to my registration?

- You will need your WEFTEC email confirmation to link to your registration record.

- A credit card (Visa, MasterCard or American Express), if payment is required for an event.
Welcome Back! Here is how you access your registration

- Click the link in your email confirmation that you received after registering.

Attendee Confirmation

Click here to access registration (view registration details, modify your profile or demographic information, or make payment).

Don’t have your email confirmation? Contact registration@wef.org or call 1-864-208-3376.
Your Dashboard

1. On your Dashboard **Click Profile**.
2. Enter your **Promocode** on the “Welcome” page. *Leave it blank if you do not have one.*

**Dashboard**

- Registration
  - Ticket Only
- Add Workshops & Events
- My Agenda
- Profile
- Tell us about yourself

**Enter Promocode**

Welcome to Online Registration!

Please complete the following fields and click Next.

*indicates required fields.

Promocode:

Apply Code

**Click Add Workshops & Events**

**Dashboard**

- Registration
  - Ticket Only
- Add Workshops & Events
- My Agenda
- Profile
- Tell us about yourself
Add Workshops and Events

• Click “Add” to select or remove an event.
• Click the buttons to filter your selections.
• Click on the same button to de-select that specific filter group.
• Click the title of the Event for more information.

Events are not included with conference registration. Fees may apply.
Review and Check Out

• Click the drop down menu arrows to review information
• You may add a Non-Industry Guest (Expo Only), fees apply before checking out.
• At the bottom of the page, click “Pay Now” to proceed (if applicable).
Payment (if applicable)

- Review Summary of Charges
- Fill out credit card and billing information. Visa, Mastercard or American Express are accepted
- Click the green submit button

Not Accepted: Checks, Wire Transfers and Purchase Orders
Resend your Confirmation

To resend your confirmation to the email already in the registration record:

1. On your Dashboard Click the Confirmation tab
2. Click Send via Email

Dashboard

View Confirmation Letter

To resend this confirmation to the email already in the registration record click on Send via Email above.

To forward this confirmation to another new email enter email address above then click Forward to Another Email below.
Questions?

Registration Live Chat Help: Click on “Live Chat” button at bottom right corner of each section

Registration Customer Care:

- **Email**
- Globally: +1-864-208-3376
  Monday – Friday, 9:00 AM – 5:00 PM Eastern

WEF Membership or Login Questions:

- [csc@wef.org](mailto:csc@wef.org)
- Toll Free: 1-800-666-0206
- Globally: +1-571-830-1545
  Monday – Friday, 8:30 AM – 5:00 PM Eastern