

VIEWING MY AGENDA CHOICES AND MAKING CHANGES

How to view your Agenda Choices

- Visit: www.regonline.com/AgressoConnects2010
- Click on the “**Register Now**” button
- Choose the “**Already Registered**” option above the login fields
- You can **log into** the system using the email and password you used to register. On this page you can choose “forgot your password” if you can’t remember the password you set up. It will be e-mailed to you promptly.
- **Once logged in** you should see the screen below:

Agresso Connects 2010 - A Perfect Storm (Event Details)

Lisa test Baergen test

[View, Print, or Email Registration Record and Invoice](#)
[Make a Substitution](#)
[Cancel](#)
[Make Payment](#)

Registrant List	Type	Edit	Actions
1. Lisa test Baergen test (Primary Attendee)	Conference Delegate	Delegate Information	Agenda & Fees Lodging & Travel Substitute

[Add Another Person](#)

[Finalize](#)

- **Here you can make change to any of the sections seen here.**
 - **View, Print, or Email Registration Record and Invoice:** here you can click on Print Registration to print your registration record, or Click to View your Invoice. Click on the tab called “Agenda & Fees to see what you have registered for”.
 - **Make a Substitution:** If you can no longer attend, you can save any cancellation fees by providing a substitute. Please remember for any courses with Pre-Requisites either ensure your substitute meets the same prerequisites, or edit your course selections to more appropriate course selections.
 - **Cancel:** To cancel registration. Please note cancellation policy.
 - **Make a Payment:** Here you can make full or partial payments by Cheque, Money Order, Credit Card etc.
 - Listed beside delegate name:
 - **Delegate Information:** Delegate Information: here you should ensure your name and company name is accurate as it will be printed on your badge.
 - **Agenda & Fees:** Here you can change your course and workshop selections, add special event guests, remove special event guests, or make any agenda changes. The only changes that will affect fees will be the addition / removal of Pre-Conference Intensive Training courses, and guests for the events. Please note: those registered in a group will have a screen that looks different, but you will still be able to make the below choices.
 - **Lodging & Travel:** Here you can find the direct link to the online hotel reservation system or hotel phone numbers to change / amend your hotel reservation.
 - **Substitute:** Same as substitution option above.

Please note: All payments must be made before arrival at Agresso Connects 2010.