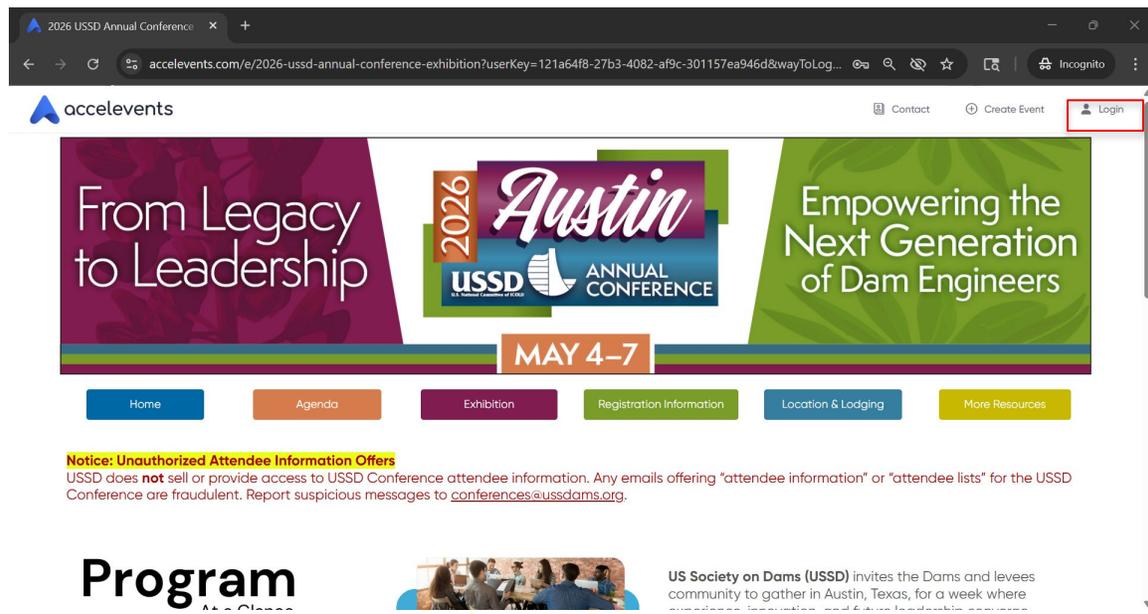


# How to Add an Add-On to Your Existing Registration

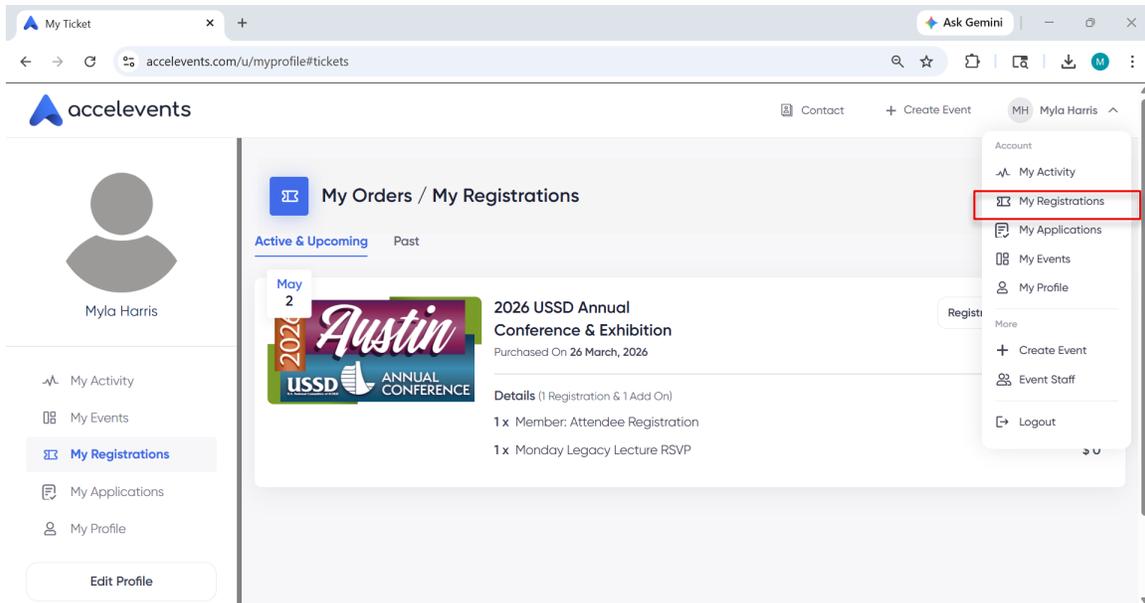
## Step 1: Open Your Registration

After registering, locate your confirmation email and click “View Tickets”. This link takes you directly to your registration details page. Alternatively, go to the event page and click “Sign In”.



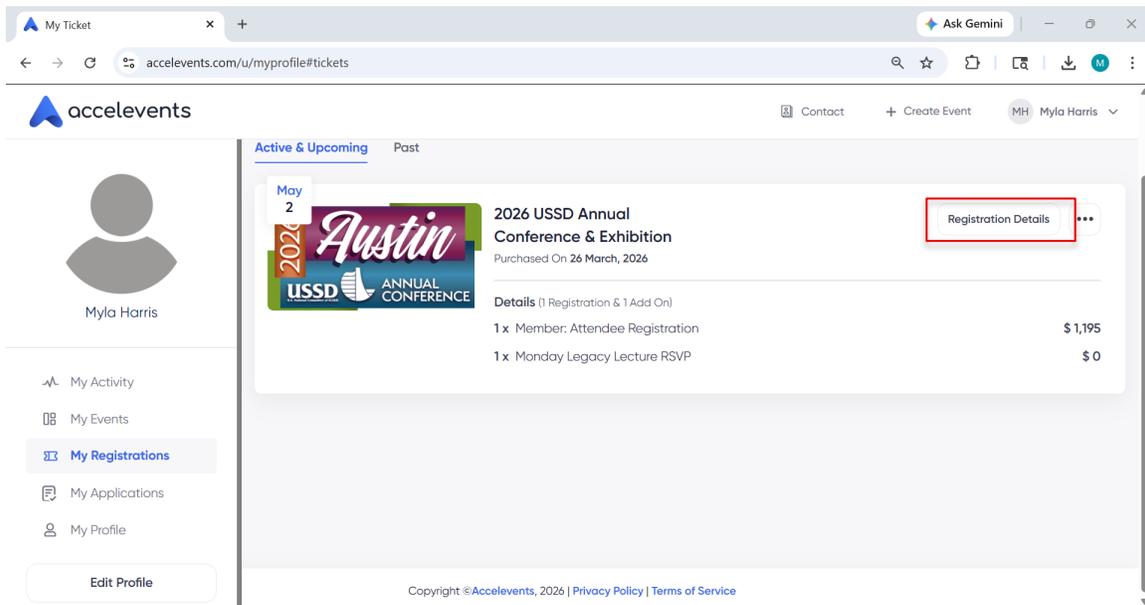
## Step 2: Log Into Your Account

If prompted, enter the email you used to register and complete login. Once logged in, click your profile (top right) and select “My Registrations”.



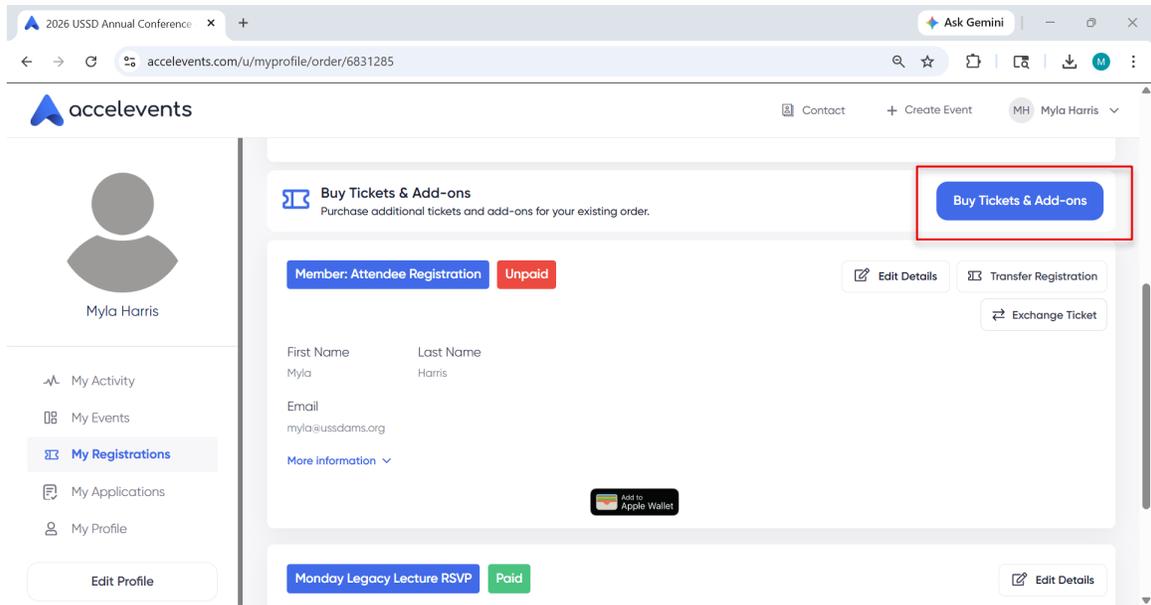
### Step 3: Open Your Existing Order

Inside “My Registrations”, find your conference registration and click “View Registration Details”. You will see your tickets and any existing add-ons.



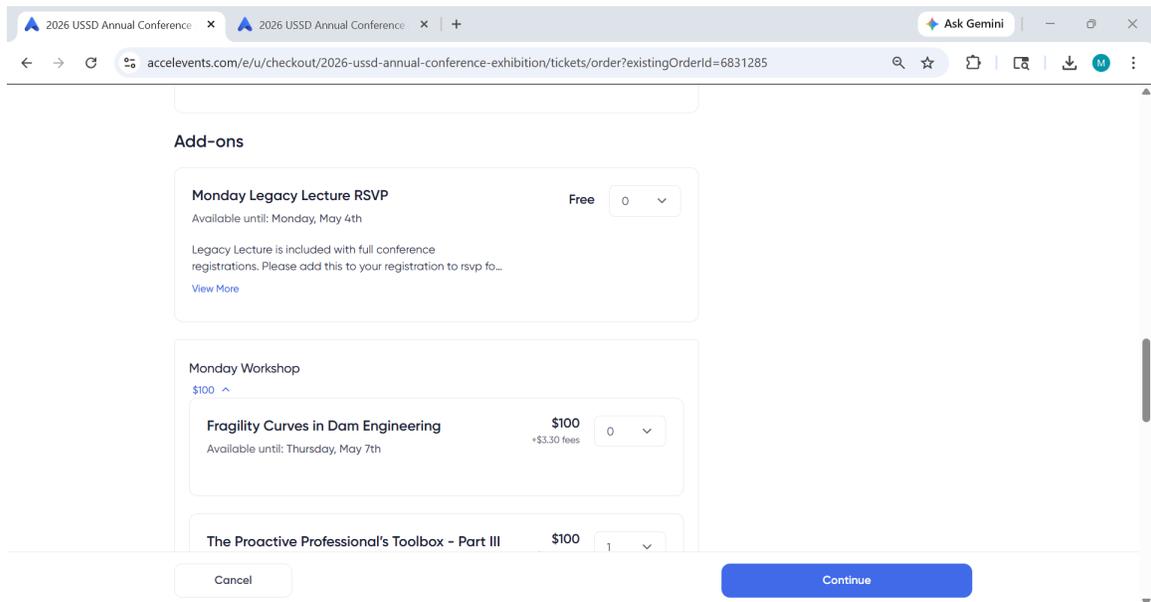
### Step 4: Add More Items (Add-Ons)

Look for options like “Add Items”, “Add Add-ons”, or “Modify Registration”. Click it to return to the registration flow.



## Step 5: Select Your Add-On(s)

On the registration page, choose available add-ons, select quantity, and continue. Note: Add-ons only appear if you already have a ticket and are logged in.



## Step 6: Assign Add-Ons

Assign each add-on to yourself or another attendee if prompted.

## **Step 7: Checkout**

Review your updated order, enter payment details if needed, and submit. You will receive an updated confirmation email.

### **Key Tips**

- You cannot purchase an add-on without a ticket
- If you don't see add-ons, make sure you are logged in with the same email
- Some add-ons may only be available for specific ticket types