Changing a Registration

Go to the registration website

Click the **sign in** button and sign into your account. Click the **Registration History/Certificates** link in the left hand navigation bar.

Find the session for which you would like to change dates. Click the **Change Registration** link.

A page will display information about changing your registration. Note that you are only able to change to another session of equal value on another date. Click the radio button next to the session you want to change to and click **Change Registration**.

A confirmation will be displayed.
You can return to Registration History and return to the previous session without charge as long as the session is not within 7 days of the event.

Please note: If you select to cancel your registration from the Registration History link, you will see the following page:

If there is a fee for the session, a warning will be displayed that asks if you are sure you want to cancel. A cancellation fee will be charged.