

How To Guide

SWITCH CATEGORIES AND TRANSFER REGISTRATION



1. Log into your participant account.

Inside your participant account you will have access to your registration, event products, and more.

<http://haku.ly/BSMF>

2. Click on “Your Registrations”

Inside this tab you will see your active registration.

Click on “Edit Registration”

3. Click on “Registration Options”

Along the bottom of your screen, you will see a grey “registration options” button.

Inside this tab, you will have access to make changes to your registration, such as switching categories and transferring your registration to another person.

4. Select Your Registration Change Option

Then select the option you want:

- Transfer
- Switch Categories

5. Switch Categories: Upgrade

If you are upgrading, you will be charged a **fee**.

6. Switch Categories: Downgrade

If you are downgrading, you will be charged a **fee**.

7. Transfer

If you choose to transfer your registration to another person, you will have the option to pay for the transfer fee or have the new participant.

8. Once you have successfully made the transfer, the new participant will receive an email to finish registering for the event. **Note:** If the new participant does not register for the event, the transfer will not count as registered.



Registration Options ▲

Transfer

Switch Categories

Registration Options ▲

TRANSFER REGISTRATION

Can't make it? Don't worry, you can transfer this registration to someone else. Just enter their name and email address and we'll take care of the rest. It won't be officially transferred until they accept and register.

NAME

First Name

MI

Last Name

EMAIL ADDRESS

Email Address

