

Using the Registrant Account Center (Registrant Guide)

Your Registrant Account allows you to view and manage your own registrations. This article will cover...

- Claiming Your Account
- Reviewing Past Registrations
- Editing Current Registrations (like adding excursions, shirts, etc.)

Claiming Your Account

There is a link to claim your account on your registration confirmation page and your confirmation email.

If you have trouble locating this option, the Organization can send it to you directly.

Would you like to create an account?

Creating an account allows you to manage your history and make changes to your information. You can always do this later.

[SET UP ACCOUNT NOW](#)

When you click the invite, you'll see the option to claim your account.

Claim your account

If you have recently made a payment, you have an account with us. To Manage your information and view your history, you need to claim your account and set a password.

[Claim My Account](#)


View and Manage Your Information

Email Address

Password

[Forgot Password](#)

[Log In](#)



Make sure you use the same email address you used to register. Once submitted, you will be emailed the link to activate your account. You will only have to do this once.

Welcome to Stephen's Drum Circle!

Your account is almost ready. The link below will work one time and be active for 24 hours.

[Activate your account](#)

You can also paste the following link into your browser:

<https://stephensdrumcircle.account.webconnex.com/sign-up/9360ea295dd444a291b7a668e7dd4fc0>

If you did not create an account with Stephen's Drum Circle, ignore this email and no account will be created.

Complete your account set up by creating a password.

Finish creating your account

Password

Confirm Password

[Sign Up](#)

Great work! You have claimed your account!

Now all you have to do is enter your email and password to login in the future.

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Reviewing Past Registrations

- Login to your account
- Select *Registrations*
- Select *View Details* on the registration you want to review

Personal Information	Registrations	Donations	Tickets	Logout
Date	Name	Billed Amount		
5/23/2019	Transfer Test	\$371.00	View Details	
5/23/2019	Transfer Test	\$0.00	View Details	
5/1/2019	MultiReg Test Page	\$79.50	View Details	
5/1/2019	MultiReg Test Page	\$53.00	View Details	
4/9/2019	Demo page	\$53.00	View Details	
3/28/2019	James Bay on the Djembe	\$2,650.00	View Details	
2/26/2019	James Bay on the Djembe	\$132.50	View Details	
2/26/2019	Jim Bay on the Djembe	\$26.50	View Details	
2/26/2019	Jim Bay on the Djembe	\$26.50	View Details	
2/19/2019	the launch guide made me do it	\$169.64	View Details	

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Editing Current Registrations

- Login to your account
- Select *Registrations*
- Select *View Details* on the registration you want to edit, then *Edit* on the registrant you want to make changes for

Note: This feature will only be available if the event organizer allows for edits to be made on your registration. Otherwise, you can only view a registration

- You can change the registration type, sessions, or anything else that the event organizer allows to be changed.
- If the changes result in an upcharge, you will be prompted to use the same card to pay for the difference, or you can use a different card to pay the new balance.

Date	Name	Billed Amount	
5/28/2019	Transfer Test	\$381.60	View Details
5/23/2019	Transfer Test	\$371.00	View Details
5/23/2019	Transfer Test	\$0.00	View Details
5/1/2019	MultiReg Test Page	\$79.50	View Details
5/1/2019	MultiReg Test Page	\$53.00	View Details
4/9/2019	Demo page	\$53.00	View Details
3/28/2019	James Bay on the Djembe	\$2,650.00	View Details
2/26/2019	James Bay on the Djembe	\$132.50	View Details
2/26/2019	Jim Bay on the Djembe	\$26.50	View Details
2/26/2019	Jim Bay on the Djembe	\$26.50	View Details

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- Click Save, and you're done! Please note, if you had an upcharge, your card will be charged when you click Save.