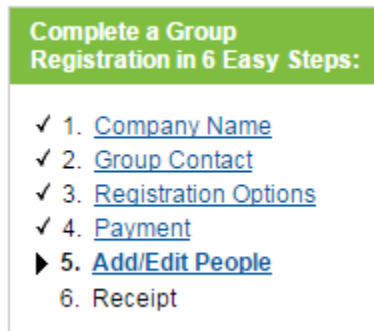
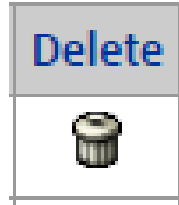


Switching Attendees at a Conference

1. Please navigate to your registration. There is a link to your registration provided in the Registration Confirmation email you received when you registered.
 - a. If you do not have your link, please email a request for the link to admins@confex.com and include your name and registration number.
2. Look at the Registration Control Panel on the left and select the link “**5. Add/Edit People**”



3. Click the “**Delete**” button on the line of the person you wish to remove from the conference.



4. This will clear the current person out of that slot and create a new blank space. You may enter the new registrant in that blank space.
5. Be sure to click “**Save**” at the bottom of the page to save your new attendee.