



STEP-BY-STEP GUIDE TO ADDING ADDITIONAL ITEMS TO EXISTING DELEGATE REGISTRATION

1. Please click on this link or type it into your browser:
<http://www.karelo.com/register.php?BID=206&BT=10&PrivEv=18392>

OR visit our Delegate Conference Webpage and click on the large blue button for Delegate Registration.

2. At bottom of page, click on “Sign Up Now”
 - On following page, you will see this image:

- If you created a **login** when you registered through Karelo and wish to log into your account to register, please do so by entering your login name and password
- A Karelo login is **NOT** needed to register. **The majority of you will have chosen to “Continue without login”** when originally registering to which you can do again by clicking on that button

- Should you wish to create a karelo online booking account, you may do so by clicking “**Create login**”. This simply allows you to go into your account to see what you have registered for and make changes should you need to going forward (ie changing the registered delegates name etc). I also can assist you with this if you do not want to create a personal login.

Please choose your path to move forward onto the booking form by choosing to either login, continue without login or create a new login – its up to you!

3. When you arrive at the booking screen, please enter your contact details
4. In the “Fee” drop-down, please choose “Registered Delegate, \$0.00”
5. In the field that appears below, please enter the confirmation number from your original registration
6. Scroll down to the section of the item you wish to add to your order and complete fields within that section. Please note - this software requires you to tell us how many Banquet tickets you wish to purchase (if any) prior to allowing you to move to the payment screen. Simply select how many you wish to purchase or choose “None” to move along. If you purchased banquet tickets on your original registration, those will stay with your original registration and not change.
7. Click on “Confirm” at bottom of page to move to the payment screen.