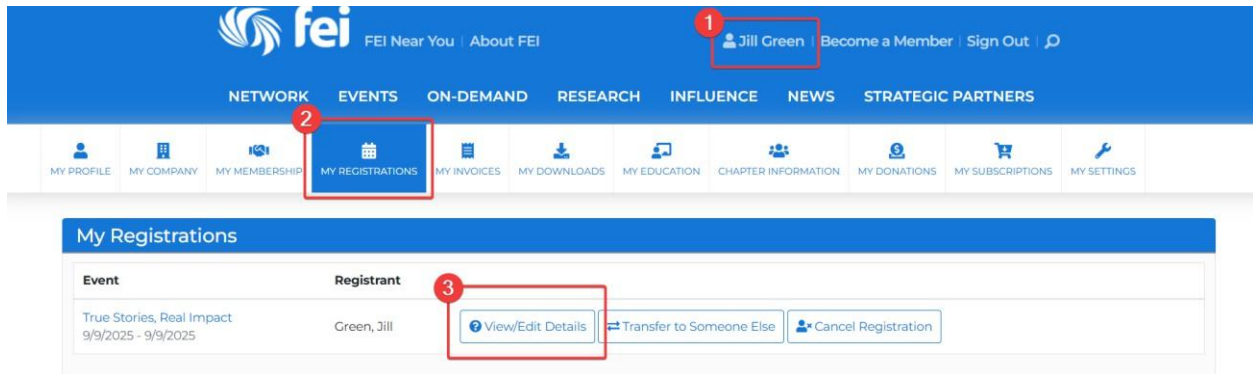
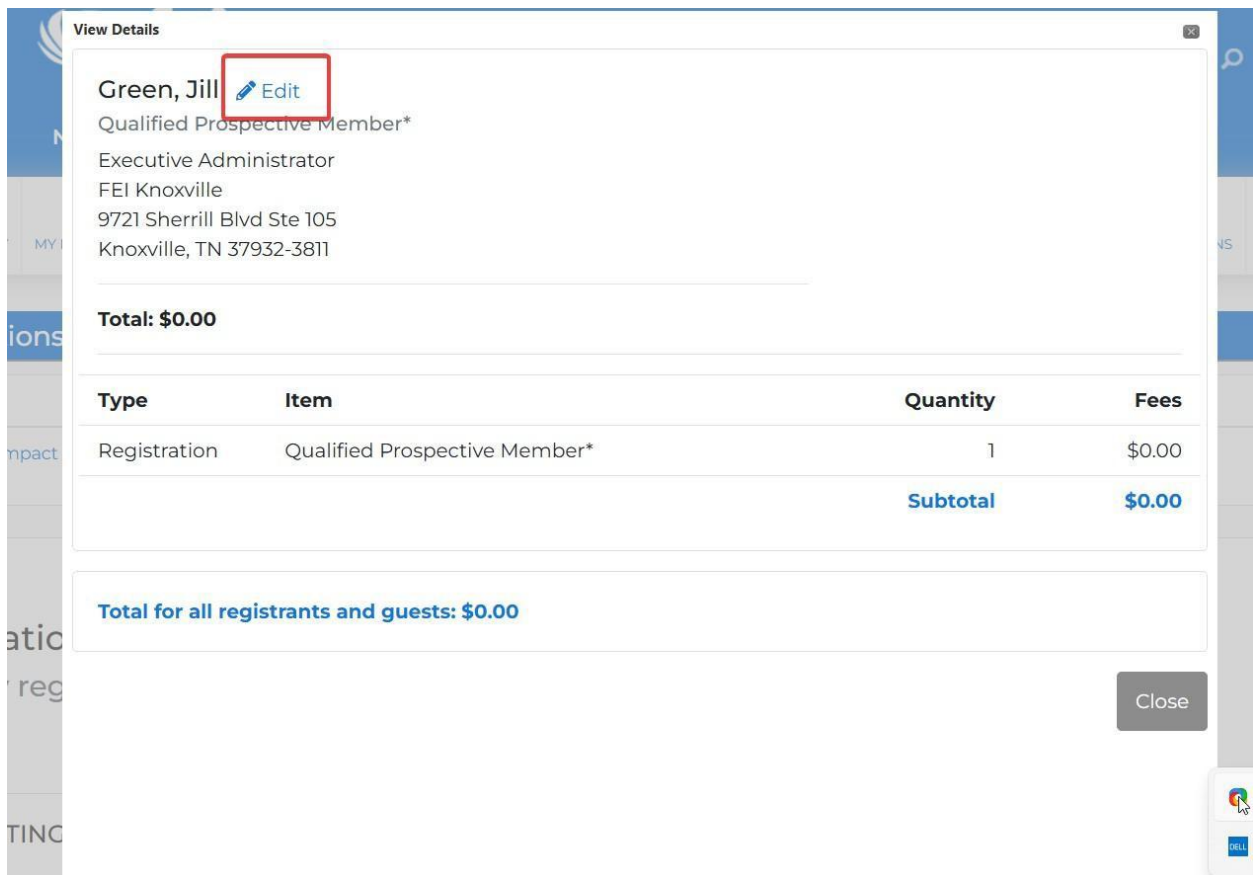


Adding a Guest Post-Registration

1. Click on your Name at the top of the page and then click on “My Registrations” followed by “View/Edit Details”



2. On the next screen, click on “Edit” next to your Name



<All FEI Chapters are free to use this instructional guide>

3. On the Edit Registration screen, click “Next Step”

Edit Registration

True Stories, Real Impact - Qualified Prospective Member*

Tuesday, September 09, 2025 4:00 PM - 6:00 PM

Registrant: Jill Green

The screenshot shows a progress bar with four steps: 1. ATTENDEE(S), 2. SESSIONS, 3. GUESTS, and 4. CHECKOUT. Step 1 is currently selected. Below the progress bar, there is a navigation bar with a grey button labeled '< Previous' on the left and a blue button labeled 'Next Step >' on the right. The 'Next Step >' button is highlighted with a red rectangular box.

4. Under Guest Registration, click “add Guest”

The screenshot shows the 'GUESTS' step selected in the progress bar. Below the progress bar, there is a navigation bar with a grey button labeled '< Previous' on the left and a blue button labeled 'Next Step >' on the right. Below the navigation bar, there is a large grey button labeled 'Add Guest' which is highlighted with a red rectangular box. A red arrow points to the text 'Guest Registration' above the 'Add Guest' button.

5. In the Contact Field, enter in your guest information and any other required information

Guest Registration
Guest Registration Information

Type of Guest
Guest Registration \$0.00

Contact
Natalie Meadows

[Click here to add a new contact. First Name and Last Name are required.](#)

Natalie Meadows
Knoxville TN

Address

* Required Fields
 Enter Address

Save Cancel

6. Continue to Next Step

Guest Registration

Meadows, Natalie
Guest Registration

Guest Sessions

Add Guest

Previous Next Step

7. Complete Checkout

Summary of Session Changes

Type of change	Registration / Session	Fees
Meadows, Natalie - New Guest	Guest Registration	\$0.00
		Total: \$0.00

Previous Checkout