

## **Adding Tickets to your NABT Conference Registration**

We look forward to seeing you at the upcoming NABT Professional Development Conference in St. Louis! Tickets for special events can now be added to your registration, and more information about special workshops, meal functions, special events can be found <a href="https://example.com/here">here</a>.

Instructions for adding tickets to your existing registration are below:

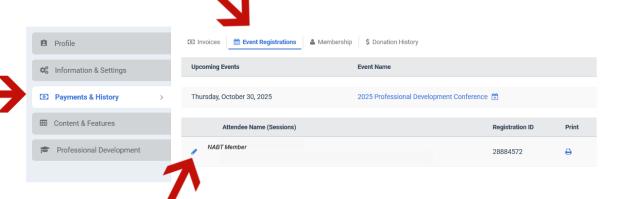
Login to the **Event Registrations** page in your profile.

Username: It should be the email address we have on file.
If you do not know your password, choose the "forgot password" option to reset it or contact the NABT office for assistance.

After logging in, please follow these steps:

- 1. Click the **pencil** icon next to your attendee type under the *2025 Professional Development Conference* event. You will then be taken to the event registration.
- 2. Click on Attendee Selections.
- 3. Click on each session grouping to expand the selection and see all available sessions of that type.
- 4. Select the sessions you would like to attend. The small image icon next to the title can be clicked to view the session description.
- 5. If you select a fee-based session, please be sure to select the radio button next to the session with the price.
- 6. Then click Save & Proceed to checkout.
- 7. If payment is required, enter your payment information.
- 8. If payment is not required, proceed to finalize your registration. Even though the free session does not show up in your cart, it is being added to the registration.
- 9. You can verify your special event selections by going back to your **Profile** and clicking on **Event Registrations**. The session will now appear under your registration.

Please refer to the graphic below for help or email us at <a href="mailto:conference@nabt.org">conference@nabt.org</a>.



**Attendee Type** 

**Attendee Info** 

**Attendee Selections** 

## PLEASE SELECT ONE OF THE FOLLOWING (REQUIRED)

• 1. Conference Registration (Full) (more)

Each ticketed item is grouped by day. Select event to add it to your registration. Then click "Save & Proceed to Checkout."



