To substitute one attendee for another

1. Visit www.naydo.org, CONFERENCE and REGISTRATION page and Click on ONLINE REGISTRATION (the link you used to register initially)
2. Enter Group Leader Name and Email Address THEN GO IMMEDIATELY TO BOTTOM of PAGE and CLICK ON “Already Registered”
3. Next page asks for Group Leader Email Address again and the GROUP LEADER Confirmation number (there is a place on that page to request confirmation number if you don’t remember it)
4. A page appears that has several boxes across the top – one says MODIFY and another says SUBSTITUTE but above those boxes is a Drop Down Menu of your group names –
5. Be sure to First SELECT the NAME on that drop down that you want to replace with a substitute before doing anything else
6. Then hit SUBSTITUTE and insert the first name, last name and email address of the new attendee.
7. Hit “Next” – and “Confirm”
8. A page will then appear that shows the map of National Harbor Area – you can exit as you have completed PART 1 of Substitution process.

Return to #1 and repeat process for each person you are substituting.

To MODIFY an attendee registration (beyond changing the name and email in the substitution process) you have 2 choices:

You can follow the directions below OR you can give them to the person to modify her or her own information (such as job title, phone, answers to required fields in the registration form)

1. Follow steps 1 – 4 above keeping in mind the GROUP LEADER NAME, EMAIL and CONFIRMATION is what must be entered in those steps
2. This time SELECT the ATTENDEE NAME from the Drop Down Menu whose information you want to MODIFY
3. There are 2 choices for modifications – select “Information”
   NOTE: The other choice is “Registration” which is for changes in an attendee’s optional event choices.
4. The screens will come up allowing you to change all the personal information and activity choices you saw on the registration form
5. Be sure to complete the process and confirm/finish before exiting.

Contact NAYDO Database Specialist Kathy Meehan at kathymeehan@cox.net or 504 722 4248 or info@naydo.org if you need assistance.