

Steps to Add Attendees to your registration

- Locate your confirmation/invoice that was emailed to you when you completed your registration as an exhibitor or sponsor. Be aware of which registration link you need to click based on whether you are an exhibitor or sponsor.
- If you don't see this email in your inbox, please find it in your junk or spam folders.
- Navigate to and click on the sponsor or exhibitor registration link at www.nysac.org/marketingopportunities
- Enter your confirmation number and email address from your confirmation/invoice that was emailed to you when you completed and secured your exhibit or sponsorship.
- Now that you're logged into your account, you can scroll down and click on the add attendee button.
- Enter your information and choose your meal package.
- **NOTE: If you were listed as our primary contact person, and now registering yourself as an attendee, please enter:**
NOEMAIL@andentertherestofyourcompanyemailhere.com Example, in **my** case, it would be NOEMAIL@nysac.org
- Cvent does not allow you to use the same email in these two places, and the NOEMAIL address will let us know to pull your email from the sponsor contact information.
- If you incurred fees, you'll have the option to pay by credit card.
- If you need a copy of your updated sponsorship information, please send an email to jmunguia@nysac.org to forward you an updated copy.
- **We will not be able to make any changes after 8/22, which is when registration closes, and registrations are not transferable. Make all changes TODAY.**

Thank you.

NYSAC Events