

## 68th Annual Spring Wildflower Pilgrimage

### Tips for Editing and Existing Registration

#### Where to go and how to Log in.

- Once you have registered, you may change your itinerary for any member of your party at any time (even through the course of the Pilgrimage event!)
- Click the “MAKE CHANGES TO EXISTING ITINERARY” button on the website. Use your confirmation number and email address to login, then scroll to bottom of page and select “Already Registered?”, which is under the “Register – Program Selection” button.

#### Making changes.

- To change an itinerary for yourself or someone in your group, first navigate to the summary screen, which lists all attendees in your group.

Your registration is almost complete. Please review your registration below and if everything is correct, click Next or Finish.

### Registration Summary

Joey Shaw [X]      [Cancel](#)   [Add Person](#)   [Finished Adding People >](#)

Asa Gray [X]

PLEASE NOTE MANY SESSIONS ARE FILLING. IF YOU NEED TO GO BACK AND RE SELECT OPEN SESSIONS PLEASE HIT THE (EDIT) BUTTON NEXT TO THE CURRENT REGISTRANTS NAME. IF YOU NEED TO ADJUST SOMEONE ELSE IN YOUR GROUP PLEASE CLICK LINK AND BRING THEM TO CURRENT SCREEN AND (EDIT).

**Asa Gray (Edit)**

|  |   |
|--|---|
| <b>Email Address:</b><br>1234MrLily@gmail.com        | <b>Mobile (xxxxxxxx) No Dash:</b><br>1234567890 |
| <b>CC Email Address:</b>                             | <b>Emergency Contact:</b><br>Joey Shaw          |
| <b>Emergency Contact Phone Number:</b><br>1234567890 |   |
| <b>Home Address:</b><br>123 Evergreen Terrace        |   |

- You may return to beginning of any registrant’s itinerary by first clicking on that person’s name in the gray box to the left (Joey Shaw or Asa Gray, in this example). This will bring forward the record for that person (in this case, Asa Gray).
- Next, click the “(Edit)” button next to their name on the yellow-green screen and it will return you to the beginning of their registration (with Personal Information and Contact Information, etc.). If you do not wish to change any Personal or Contact information, simply click “Next” on the bottom right of the page and it will take you to the selections for that registrant.
- Now, select events not yet sold out.

#### Registering Multiple People

- Each person in your party needs an independent registration and schedule of events. Individuals can register separately, or one person can register everyone together with a combined payment.

- Your confirmation number will allow you to make any changes to your registration at any time prior to the week of the event.
- If your updated schedule differs from your badge, please provide current confirmation at the trailhead

**Cancellation Policy**

- We sincerely appreciate your support of this event and its mission to bring biologists and conservationists into contact with the public in one of the most biodiverse areas of North America. Due to financial commitments to vendors, partners, sponsors, and facilities, refunds are NOT provided. Fees will be used as a contribution to help support this event and keep it accessible to students and children.

**Donations**

- Please consider making a donation, even a small one of a few of dollars. We use them to offset the costs incurred by keeping this event free to children 15 and under and reducing the costs to high school and college students. Over the past few years their numbers have averaged 100.