

How to Manage Your Event and Webinar Registrations

How to Modify Your Event/Online Webinar Registrations on TUGweb

1. Log in to your account on TUGweb.
2. Under the Manage Profile page, click on Event Registrations.

Invoicing, Payments & History



Invoices

View, print and pay your invoices.



Event Registrations

View and print existing registrations and view past events and photos.



Membership

View your membership status and view membership renewal options.

3. Next to the event you want to manage/modify, click the paper and pencil icon.

My Event Registrations

UPCOMING EVENTS	EVENT NAME
Thursday, November 30, 2017	Choosing the Right Security Awareness Training Program 📅
Attendee Name (Sessions)	Registration ID Print
 Charlotte Boyd	10229184 
Tuesday, December 12, 2017	Sage 300 CRE: Accounts Payable Year-End Closing - Presented by Jeff Gillig 📅
Attendee Name (Sessions)	Registration ID Print
 Charlotte Boyd	10229303 

4. You will then be brought back to the registration page where you filled out your information. This is where you will update/modify any information. Once complete, click the SAVE REGISTRATION button, or click SAVE & ADD ANOTHER ATTENDEE to add another attendee.

How to Cancel an Event/Online Webinar Registration on TUGweb

1. Log in to your account on TUGweb.
2. Under the Manage Profile page, click on Event Registrations.

Invoicing, Payments & History



Invoices

View, print and pay your invoices.



Event Registrations

View and print existing registrations and view past events and photos.







Membership

View your membership status and view membership renewal options.

Have questions about your event registration? Reach out to TUG at registration@tugweb.com.

- Next to the event for which you want to cancel your registration, click the paper and pencil icon.

My Event Registrations

UPCOMING EVENTS	EVENT NAME
Thursday, November 30, 2017	Choosing the Right Security Awareness Training Program
Attendee Name (Sessions)	Registration ID Print
 Charlotte Boyd	10229184 
Tuesday, December 12, 2017	Sage 300 CRE: Accounts Payable Year-End Closing - Presented by Jeff Gillig
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 Charlotte Boyd	10229303 

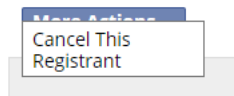
Update the Professional Information section of my profile with the information entered above.

SAVE REGISTRATION

- You will then be brought back to the registration page where you filled out your information. This is where you will update/modify any information.
- Scroll to the bottom of the registration page where you filled out your information and you will see a More Actions icon on the bottom left of the registration box.
 - Update the Professional Information section of my profile with the information entered above.**

More Actions ▾

- Click More Actions. Click Cancel this Registrant.



- Once the page refreshes, click on My Profile on the top of the screen. Repeat step 2. Your event should no longer appear in your registrations.