

# 2017 Get Real Conference

## Step-by-Step Instructions

1. Log into your Online Business Centre. Hover over **EVENTS**, then click "Get Real 2017 Registration".
  2. To purchase tickets(s): Select the number of tickets that you wish to purchase.
  3. Once you have selected the number of tickets and ticket types you wish to purchase, your next step is to assign each ticket you have selected. To assign a ticket to your own Brand Partner Account, click **ASSIGN TO SELF**. To assign a ticket to Guest, click **ASSIGN TO GUEST**. Or, if want to assign a ticket to another Brand Partner, click **ASSIGN TO OTHER BRAND PARTNER**. If you would like to purchase a ticket without assigning it at the time of purchase, please select **HOLD TO ASSIGN TO GUEST** for a Guest Ticket, or **HOLD TO ASSIGN TO OTHER BP** to assign a ticket later to another Brand Partner Account.
  4. Assign your first ticket. Please ensure First Name, Last Name, City, State and Country are entered as you want this to appear on the Name Badge. Complete the Survey Questions (mandatory).
  5. Assign your remaining tickets. Again, please ensure First Name, Last Name, City, State and Country are entered as you want this to appear on the Name Badge. Complete the Survey Questions (mandatory).
  6. Enter Payment Information and click **SUBMIT PAYMENT**. Do not "back" or close out while payment processes.
  7. Your Registration is Complete! You may print a receipt or a confirmation for each of the tickets you purchased and assigned now, or you may come back at a later date. An email confirmation will automatically be emailed to the email addresses listed on each registration. **BACK TO HOME** will take you back to your Online Business Centre.
  8. To purchase additional tickets or to modify tickets you have assigned to your own Brand Partner Account and / or assigned to any Guests, log back into your Online Business Centre. You may not modify a ticket once it is assigned to another Brand Partner.
  9. To modify, select **MODIFY**. Update anything you want to change including survey answers. Ensure you select **UPDATE** and **FINISH MODIFICATIONS** to ensure your changes are saved.
- NOTE:** If modifying a ticket assigned to your own Brand Partner Account, you cannot modify your Brand Partner ID; therefore, any changes made to these tickets must remain as someone on your own account.
- Select **MODIFY PROFILE** to assign an on-hold ticket to a guest. Select **ASSIGN TICKET** to assign an on-hold ticket to another Brand Partner.
10. A revised confirmation will automatically be emailed to the email listed on the registration, or you may print your receipt or confirmation. To modify another ticket you have assigned under your account, select **MODIFY ANOTHER** or to logout, select **BACK TO HOME**.
  11. If a Brand Partner to whom you have assigned a ticket wishes to modify that ticket, or reassign it to another Brand Partner, they will log in to their Online Business Centre and access their Brand Partner Console, select **MODIFY** or **ASSIGN TICKET** and follow the process as listed above.