

Instructions for verifying or editing your registration for a training event

To verify or edit your registration:

1. Go to the Change Agent and In-Person trainings page - <http://beattygroup.cvent.com/d/j4q4tn>.
2. Click on the link for "Already Registered?" It prompts you for an email address and confirmation number. If you have the confirmation number, enter your information and click "Send." If not, go to step 3.
3. Below the event login there is a prompt "To have the Confirmation Number sent to you, click this link: Confirmation Number." Click on the Confirmation Number link.
4. Type in your email address and click "Send." The system will email you a confirmation number.
5. With the confirmation number, go back to the "Already Registered?" prompt, click it, type in the login information, and click "Send."

If you have any difficulty or need more information or specific accommodations, contact:



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