Table of Contents

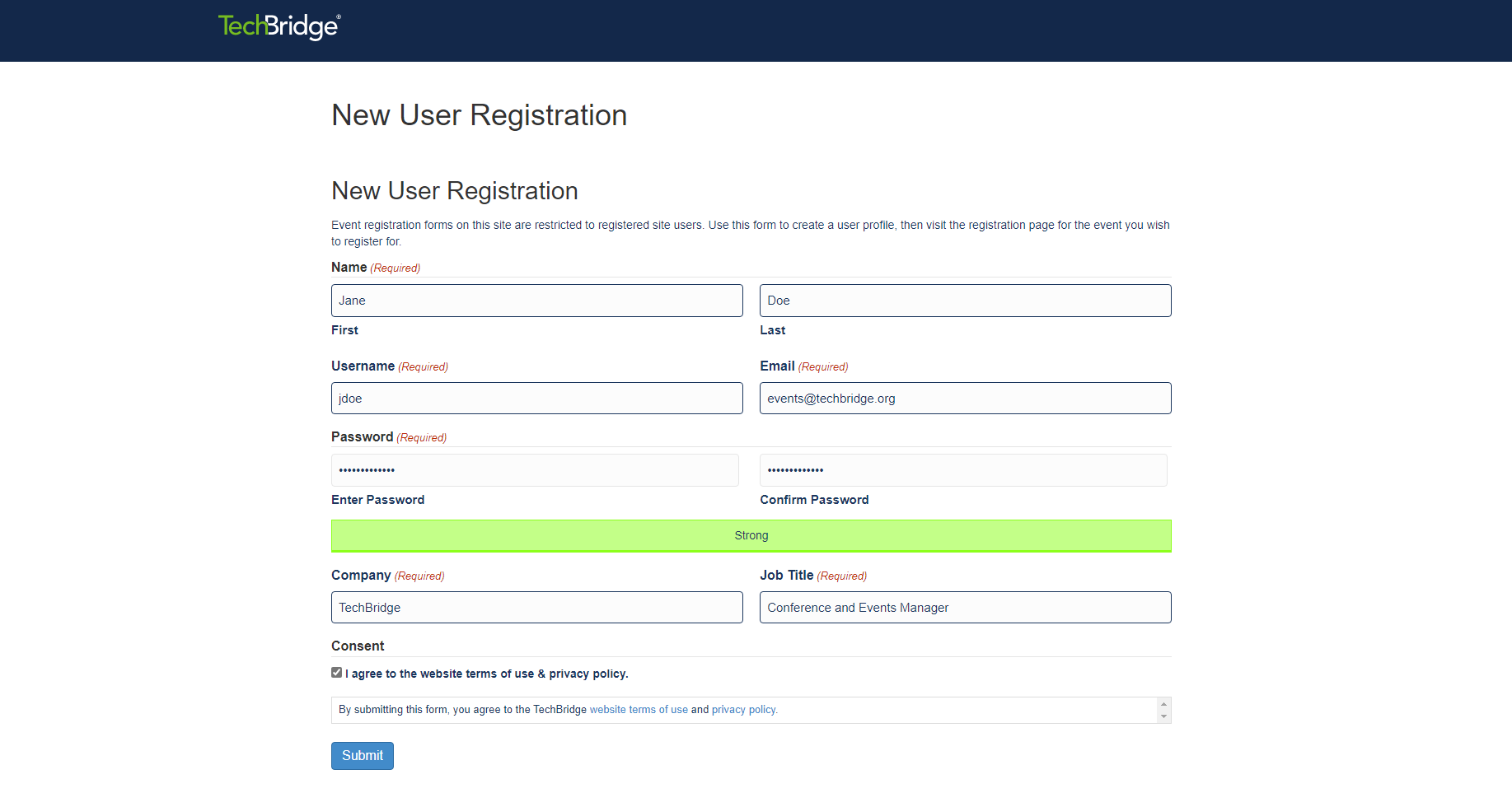
[Creating An Account 1](#_Toc134020782)

[Accessing your account and completing the Registration Form 4](#_Toc134020783)

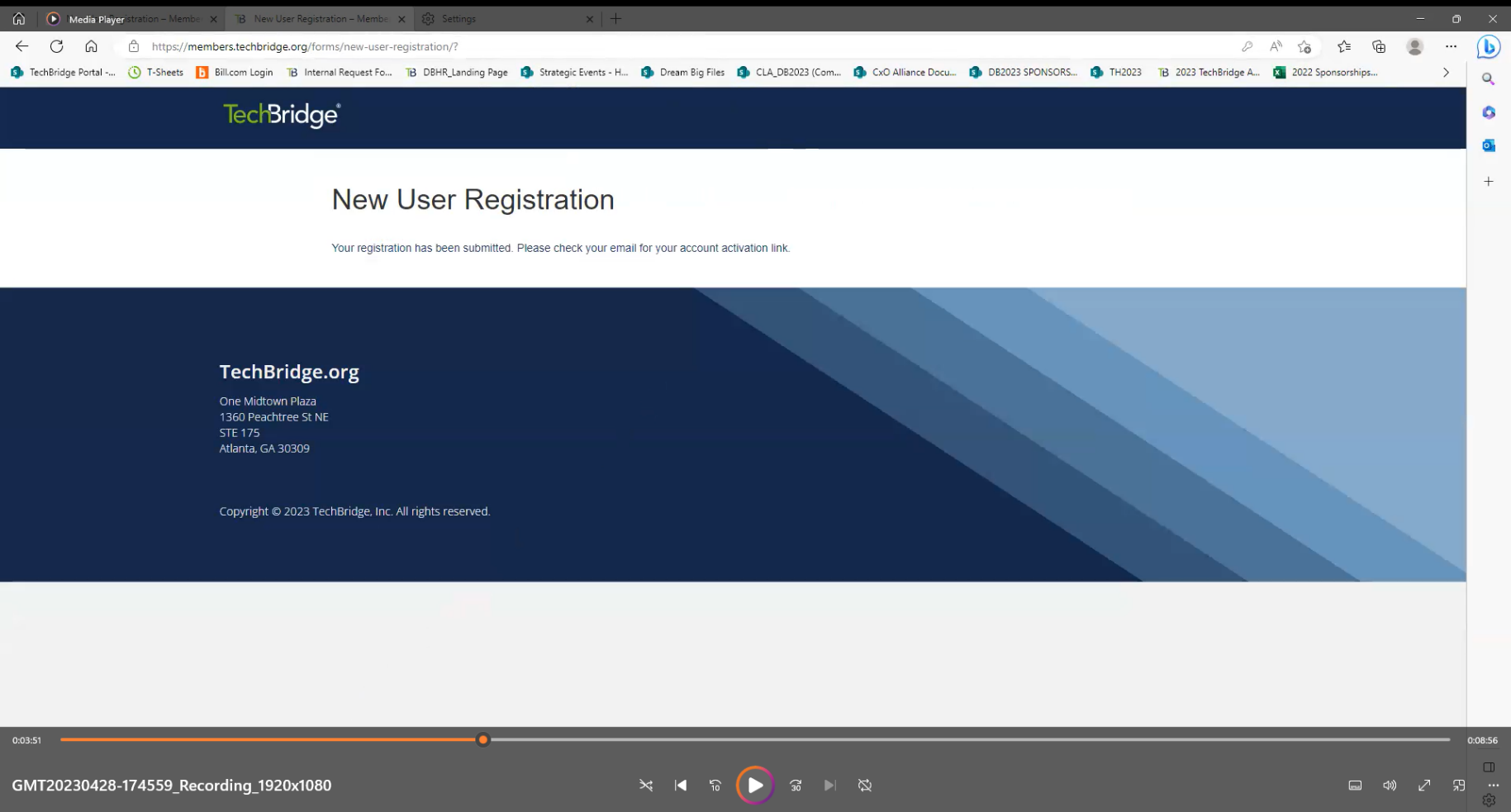
[Editing Your Registration Form(s) 12](#_Toc134020784)

Creating An Account

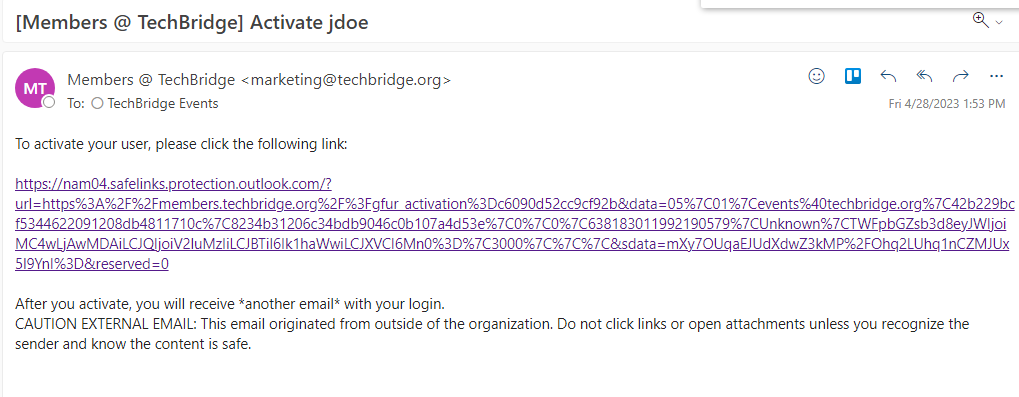
1. Create an account at: <https://members.techbridge.org/forms/new-user-registration/>
2. Complete all the required fields on the form, agree to the privacy policy and select “submit.”



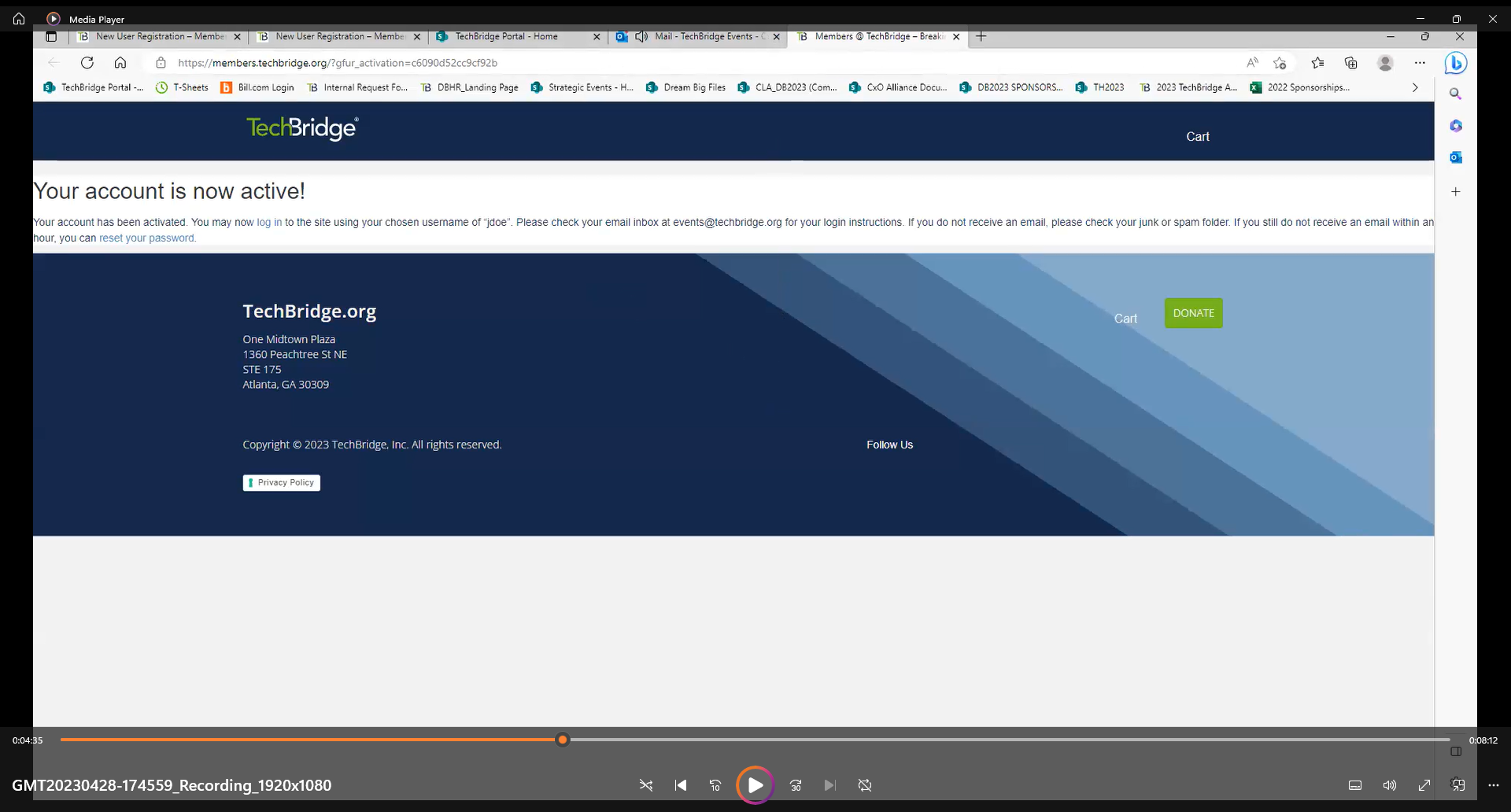
1. You will see a screen confirming that your registration has been submitted.



1. Check your email for your account activation link. (**Note**: check your spam/junk folder in case the activation email bypasses your account). Click the link in the email to activate your account.

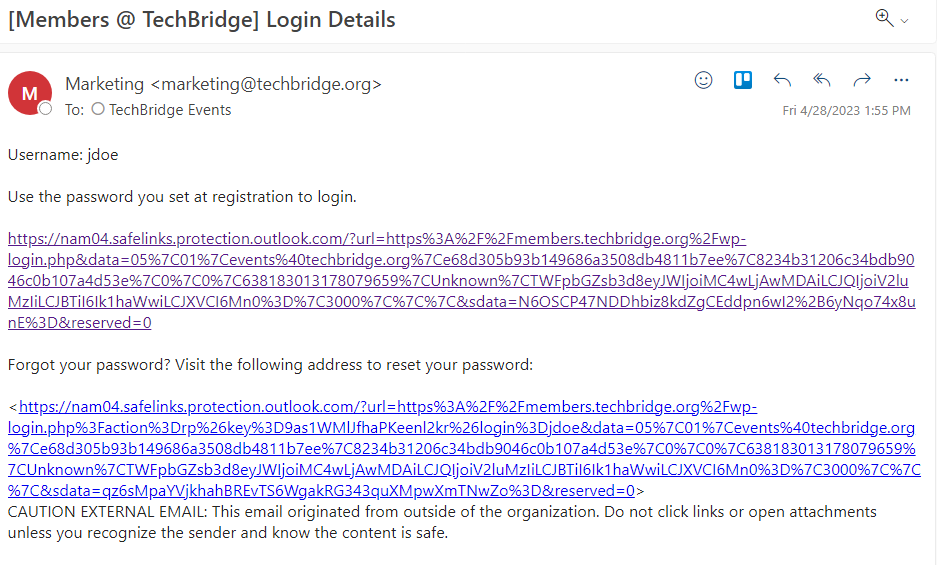


1. After clicking the link in the activation email, you will see a screen indicating your account is now active.

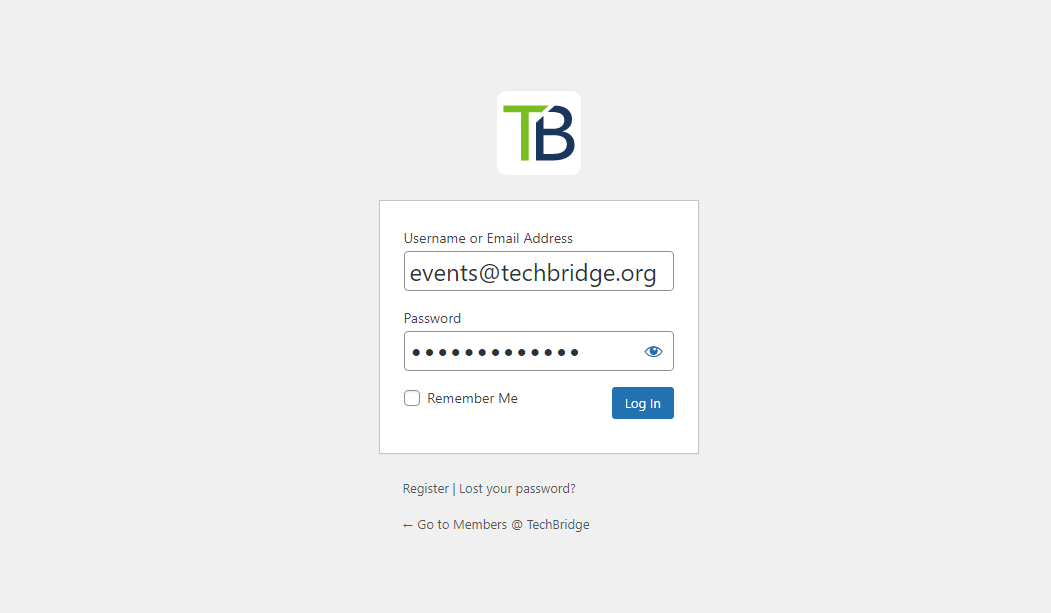


Accessing your account and completing the Registration Form

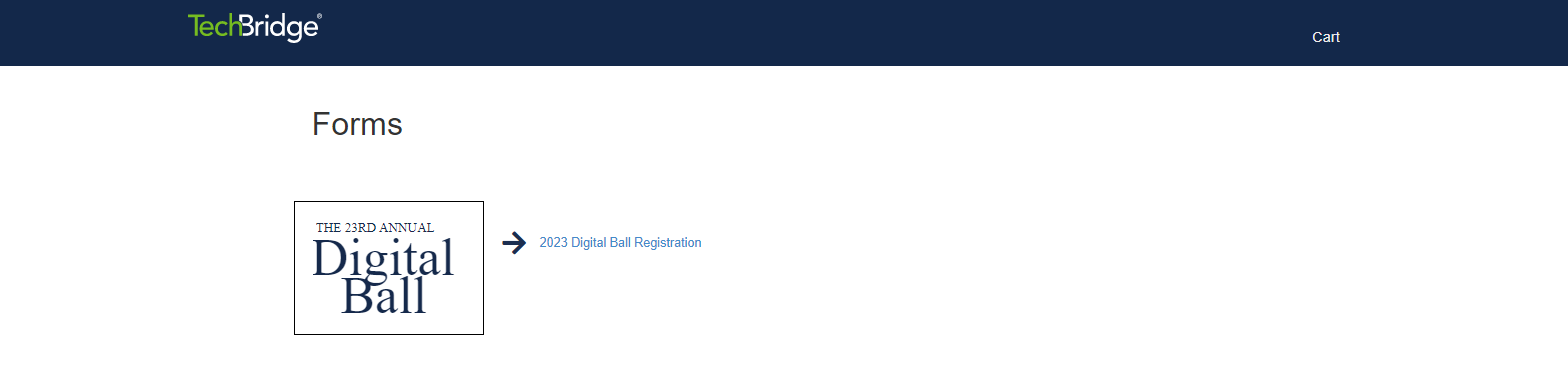
1. After you have created your account, you will receive an email with your login details.



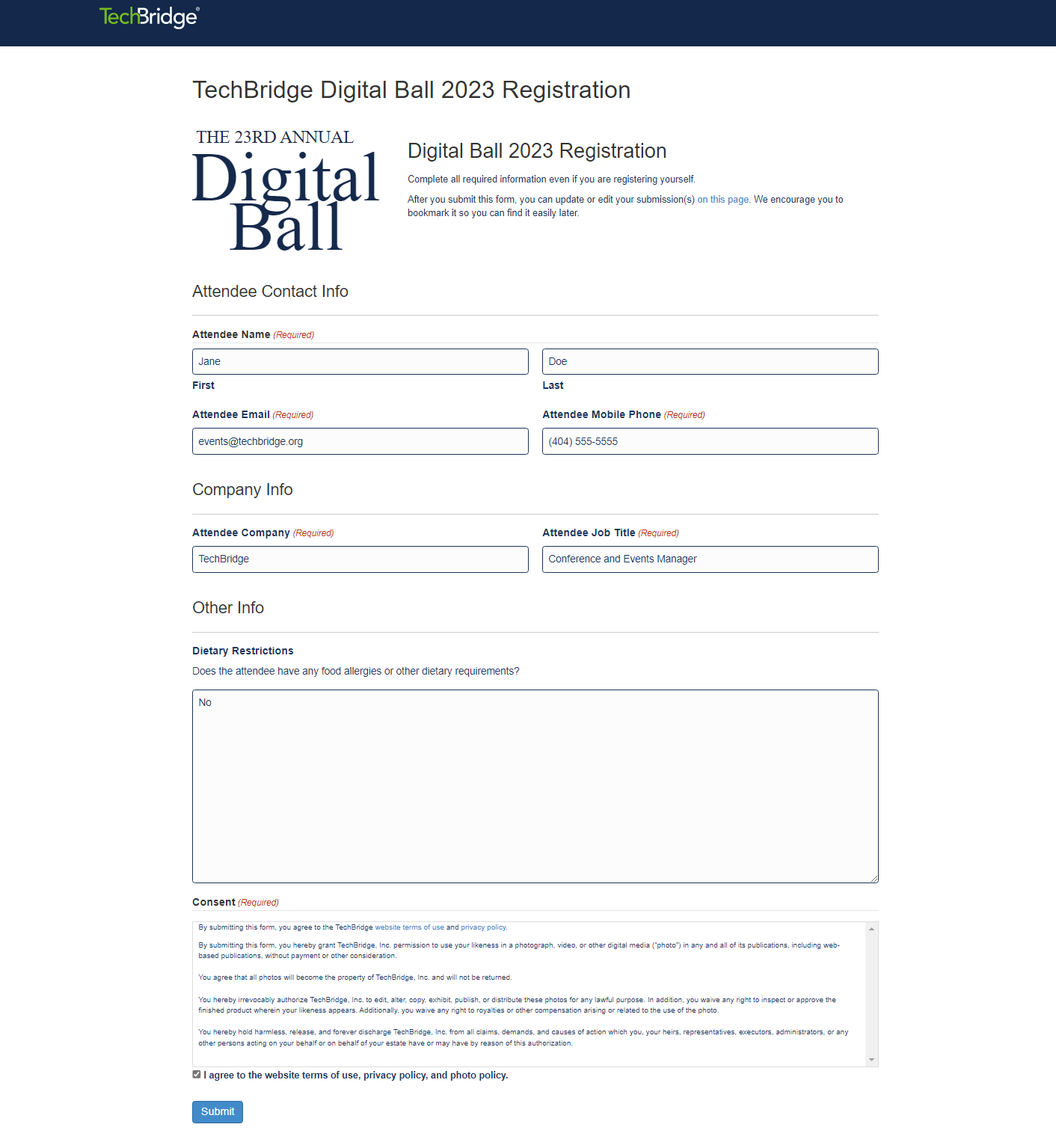
1. Click the link in the email to go to the registration log in page. You will use this page to manage your registration(s).
   1. You can also access this page directly by going to: <https://members.techbridge.org/wp-login.php> and logging in using the username or email address and password you created when you created your account.



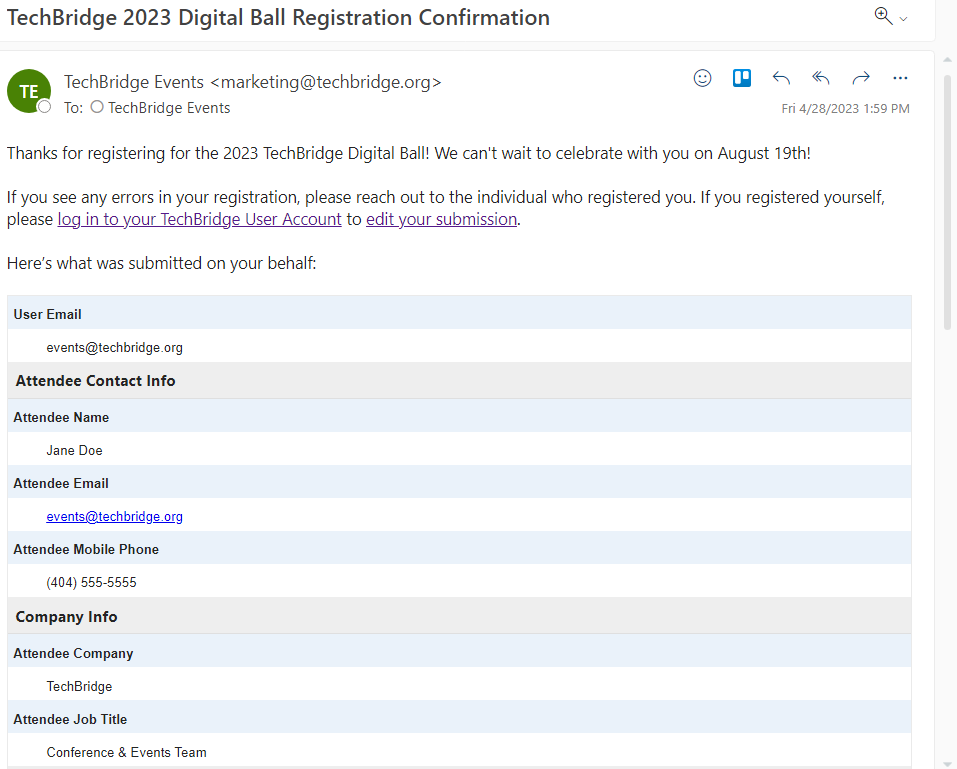
1. Click “view forms” on the left panel.
2. Select “2023 Digital Ball Registration” from the list of forms.

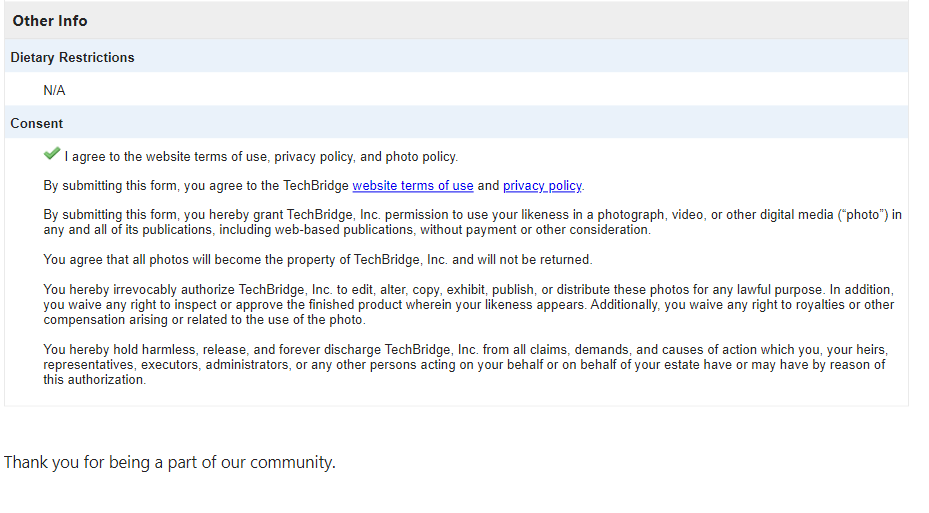


1. Complete the registration form, agree to the consent, and select “submit.”



1. (**Note:** You will need to complete a registration form for yourself and any guests you have (if applicable). To register your plus one select “click here” to return to the registration form.
2. You will receive a confirmation email once you complete the registration form. If you have registered multiple people, you will receive a confirmation email for each registration.





# Editing Your Registration Form(s)

**If you need to replace someone on your registration list, edit the entry for that person instead of submitting a new registration form. There are two ways you can edit your registration form(s).**

**Option 1**

1. If you are already logged in to your account, select "view and edit your form submission.”
2. Select “View Details” next to the entry you wish to edit.
3. Select “Edit Form Submission”
4. Make the necessary edits to the entry and click “update.”
5. You will see a confirmation screen once your edits have been saved. Select “Return to Entry” to view your changes.
6. Select “go back” to return to the screen with your registrations.
7. Repeat steps 2-6 to update additional registrations.

**Option 2**

1. If you are not already logged in to your account, go to <https://members.techbridge.org/wp-login.php> and log in using your credentials.
2. Select “edit submissions”.
3. Select “View or edit your 2023 Digital Ball Registration.”
4. Select “View Details” next to the entry you wish to edit.
5. Select “Edit Form Submission”
6. Make the necessary edits to the entry and click “update.”
7. You will see a confirmation screen once your edits have been saved. Select “Return to Entry” to view your changes.
8. Select “go back” to return to the screen with your registrations.
9. Repeat steps 4-8 to update additional registrations.