

Instructions for Updating Attendee Information

When purchasing tickets for more than one person, registrants will be prompted to designate each ticket for a specific guest.

All registrants must provide a unique first name, last name, and email address for their guests. The ticketing platform allows for attendee information to be updated after tickets are purchased. Recognizing that registrants may not have confirmed their full list of attendees, placeholder information can be used temporarily at the time of registration for unconfirmed guests. This information must be updated by **Thursday, April 16, 2026**.

Once a registrant has purchased tickets, they will receive a confirmation email. This confirmation email will include a hyperlink to the registrant's **TicketStripe Wallet**. This link allows the registrant to manage the tickets they have purchased by either claiming a ticket or sharing a ticket.

To Replace the Placeholder Text and Send to Guests:

1. Click **TicketStripe Wallet** in confirmation email
2. To assign tickets, click **"Share"** and enter information to send ticket to guest
 - a. Guests will receive an email request to update the information for their ticket
3. To claim your own ticket, select **"Claim"**
4. To reclaim an already assigned ticket, select **"Reclaim"**

Be sure to check that guests have updated all details have been entered for assigned tickets by April 16, 2026.

