



# 2025 CAPLAW National Training Conference

## Before you start!

Only the person who completed the conference registration and payment can log in and make these changes.

If transferring your registration to another attendee, be sure to update their email address and all other contact information!

## Updating your conference registration information

Using Eventzilla's self-service feature, you may update any information on your conference registration ticket including your contact information, job title, dietary restrictions, and more. This feature can also be used to transfer your ticket to a colleague by updating all necessary fields.

**Please note, only the the person who completed the conference registration and payment can log in and make these changes.**

**1** Go to <https://www.eventzilla.net/us/login>. If you do not already have a username and password, click on **Manage your registration or download it again** at the bottom of the page.

**2** Enter the email address used to order the conference registration tickets and press **Continue**. In the next window, click **Claim your account**.

**3** You will receive an email requesting that you verify your account in order to claim your registration tickets. Once you click on **Verify Your Account** in this email, you will be prompted to create a password.

**4** After you have created a password, you will be redirected to a page featuring any upcoming or past events you are registered for in Eventzilla. Click on **2025 CAPLAW National Training Conference**.

**5** Click **Edit** to make updates to your registration ticket. Don't forget to click the **Save Changes** button at the bottom of the page.