

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.**

Sign in Don't have an account? Sign up now		E
Email address		Claim your registrations
Password b Forgot password? Sign in Or	Retrieve my tickets	We have located event registrations associated with this email. However we require that ye click on the button below to ensure your account remains secured. VERIFY YOUR ACCOUNT Note: If you did not make this request,then please ignore this email.
 G Sign in with Google Here to manage your existing registration for an event? Use our attendee self-service to quickly manage your registration or download it again. 	Continue	NEED HELP? Check out the help desk articles here http://community.centrilla.net GOT A QUESTION? Emtail us at helpdeventrilla.net
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 <i>Continue</i> . In the next window, click <i>Claim your account</i> .	3 You will receive an email requesting that you verify you account in order to claim your registration tickets. Once you click on <i>Verify Your Account</i> this email, you will be prompte to create a password.



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**.

First Name *		
Heidi	R)	
Last Name *		
Wilson	B)	

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