

To register your guest for an activity at Fall Leadership Conference, follow these steps:

1. Choose "group registration" after logging in
2. Pick your registrant type from the dropdown (Member Over or Under \$50m)
3. Click "add group registrant"
4. Choose "guest" from the registrant type dropdown
5. Choose your registrant's name from the dropdown. They may not appear, click the orange and white "+" symbol to add their information
6. Click one or both activity options from the list under "Event Fees"
7. Click "add to group" in the bottom right corner
 - a. It will take you back to the main registration page, you will see your registrant's info appear in a list
8. Click "add to cart" on the bottom right of the screen
9. At this point, you check out following the on-screen instructions