Edit an Event Registration

You can make changes to your event registration. This is helpful if you want to order additional supplies or add additional e-mail contacts to a registration.

Editing Registrations Inside Access ACS

If you have a login, you can edit event registrations from the dashboard.

1. On the My Overview page, under **My Registrations**, click on the registration you want to edit.

   If you are registered, the registration displays on the **My Registrations** tab. If you registered a guest, such as a child's VBS registration, the registration displays on the **My Guest Registrations** tab.
2. On the **Registration Details** tab, click **Register**.
3. The event's details and registration options display. Make any necessary changes to your registration, then click **Next**.
4. When you finish, **Your registration is complete.** displays. To print a receipt that includes your updated event information, click **Print Confirmation**.

Editing Registrations from the Event Page

You can also edit your event registration from the event page.

If you're a registered user and choose to edit a registration with a confirmation number, you can only view existing registrations, add supplies, answer questions, and add sub-events. You must sign in to view unregistered family members, contact information, or add additional guests.

If you don't have a login, you can view, edit, and cancel those already registered, but cannot add additional registrations.

1. On the event registration page, under **Sign Up**, enter the e-mail address you registered with and click **Continue**.
2. If you have a login, you can choose to sign in or edit your event registration with a confirmation number. To sign in, under **We know you!**, enter your password and click **Sign In**. If you've forgotten your password, click **Forgot your password?** to reset it.
3. If you don't have a login or choose to continue without signing in, enter any **Confirmation Number** from your event registration receipt, then click **Continue**. If you've lost your receipt, click **Resend my confirmation** to receive a receipt by e-mail.
4. Make any necessary changes to your registration, then click **Next**.
5. When you finish, **Your registration is complete.** displays. To print a receipt that includes your updated event information, click **Print Confirmation**.