



# Adding Courses/Events to an Existing Registration

1. Login to your [ACNM profile](#) to view your recent purchases/activity
2. For Midwifery Works, select the REGISTER TO ATTEND button  
*(Note: this will not re-register you for the event)*

Purchasing for [redacted]

10/26/2017  
Ends on 10/29/2017

 Midwifery Works! 2017

 Midwifery Works! is a major professional development conference produced by ACNM and designed by the Midwifery Business Network.

**Register to Attend >**

3. Under the Midwifery Works registration box, select DETAILS

1 Information    2 Sessions    3 Related Items    4 Review    5 Submit    6 Confirmation

Purchasing for [redacted]

[redacted] has already registered for Midwifery Works! 2017. Below are the list of registrations of [redacted]

Name	Registrant Name	Registered On	Start/End Date	View
Midwifery Works! 2017	[redacted]	8/30/2017	Thursday, October 26, 2017, 1:00 AM Sunday, October 29, 2017, 11:59 PM (EST)	<b>Details</b>

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## 4. In the upper right-hand corner ORDER DETAILS box, select ADD SESSION

### Midwifery Works! 2017

Thursday, October 26, 2017, 1:00 AM - Sunday, October 29, 2017, 11:59 PM (EST)

Midwifery Works! is a major professional development conference produced by ACNM and designed by the Midwifery Business Network.

Event Attendees:

 Print Badge

Mark as Attended



10/26/2017

🕒 10/26/2017 - 8:00 AM - 10/26/2017 - 12:00 PM (EST)

**Tools and Resources to Build a State Advocacy Program**


Room: Gevurtz Ceremonial


Who is attending:

Mark as Attended

#### Order Details


Order: 28400  
Date: 8/30/2017


**Add Session +** **Substitute** 

**Cancel Registration** 

#### Registration Details

**Edit Information +**

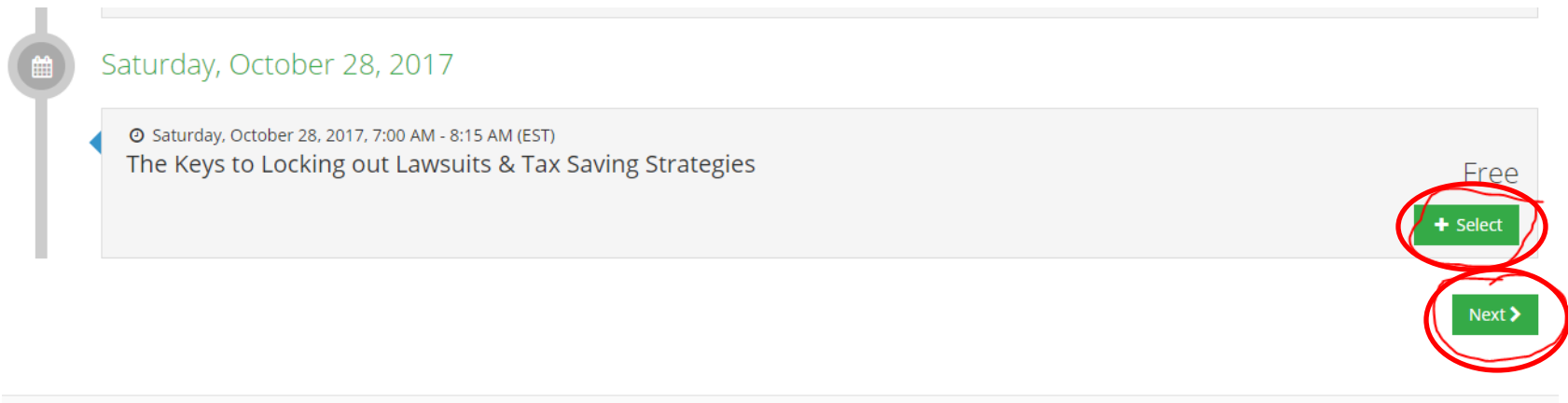
**Edit Badge +** 

**Print Registration** 

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**5. Locate the session you'd like to add, and click SELECT, then NEXT**



The screenshot shows a registration interface. On the left, there is a vertical sidebar with a calendar icon. The main content area is titled "Saturday, October 28, 2017" in green text. Below this, there is a list of sessions. The first session is "Saturday, October 28, 2017, 7:00 AM - 8:15 AM (EST)" with the title "The Keys to Locking out Lawsuits & Tax Saving Strategies". To the right of the session title, the word "Free" is displayed. Below the session title, there are two green buttons: "+ Select" and "Next >". Both buttons are circled in red.

**6. Review your order (pricing should reflect only the course/event added)**

**7. Select REVIEW AND CHECKOUT**

**8. The last page will load. Click PROCESS and the system will generate a receipt that will be emailed to you.**