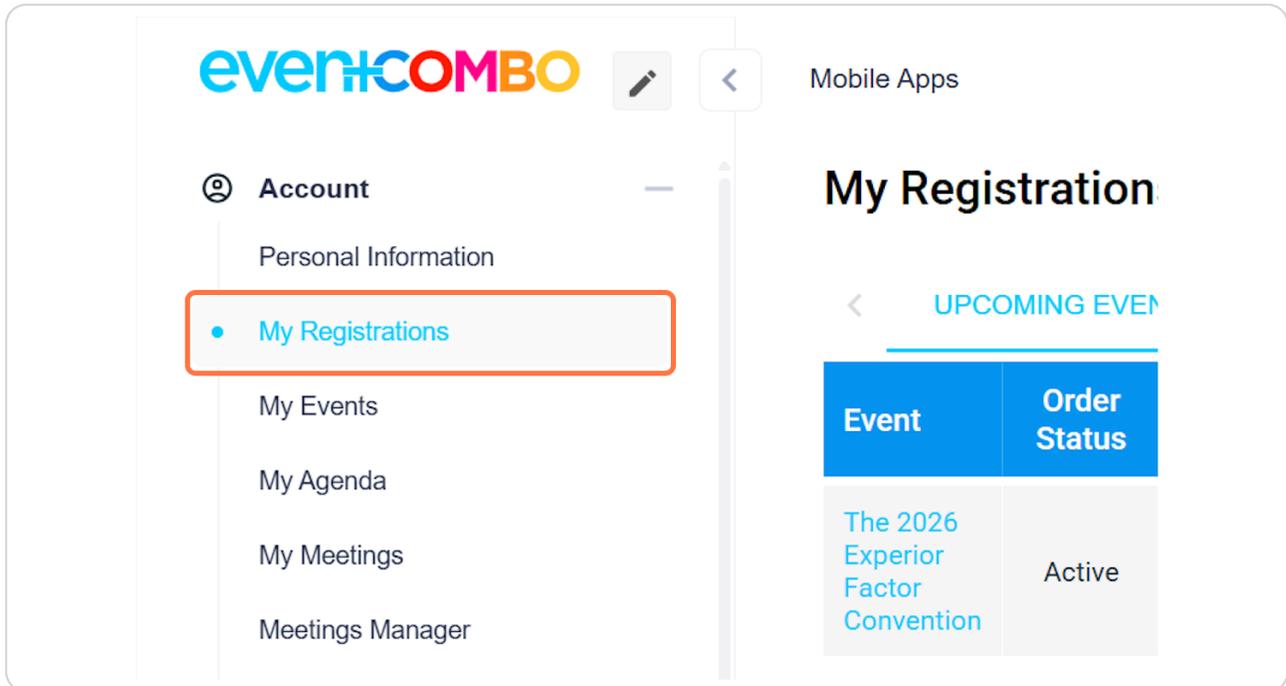


## STEP 1

Log into your account on Eventcombo and click My Registrations



## STEP 2

### Click on your Order Number for The 2026 Exporior Factor Convention

The screenshot shows the EventCombo mobile app interface. On the left is a navigation menu with 'My Registrations' selected. The main content area is titled 'My Registrations' and shows a table of upcoming events. The first row is for 'The 2026 Exporior Factor Convention' with an 'Active' status and an order number 'T000584590' that is circled in red. Below the table is a pagination indicator showing '1'.

Event	Order Status	Order Number	Order Date / Time	Qty	Total Paid
The 2026 Exporior Factor Convention	Active	T000584590	May 27, 2025 12:29:12 PM	1	0.00

## STEP 3

### Click on EDIT

The screenshot shows the 'EDIT' screen for the registration. The 'EDIT' button is highlighted with a red box. Below the button are several options: 'PRINT TICKETS', 'CONTACT ORGANIZER', 'SAVE CHANGES', 'ADD TO CALENDAR', 'AUDIT ORDER', and 'MANAGE HOTEL BOOKING'. There are also two checkboxes: 'Only send update to specific updated attendee' and 'Send confirmation email to new attendee'. At the bottom, there are fields for 'Customer Phone', 'Billing Address', 'Event' (The 2026 Exporior Factor Convention), and 'Order Line#'. A vertical scrollbar is visible on the right side of the screen.

## STEP 4

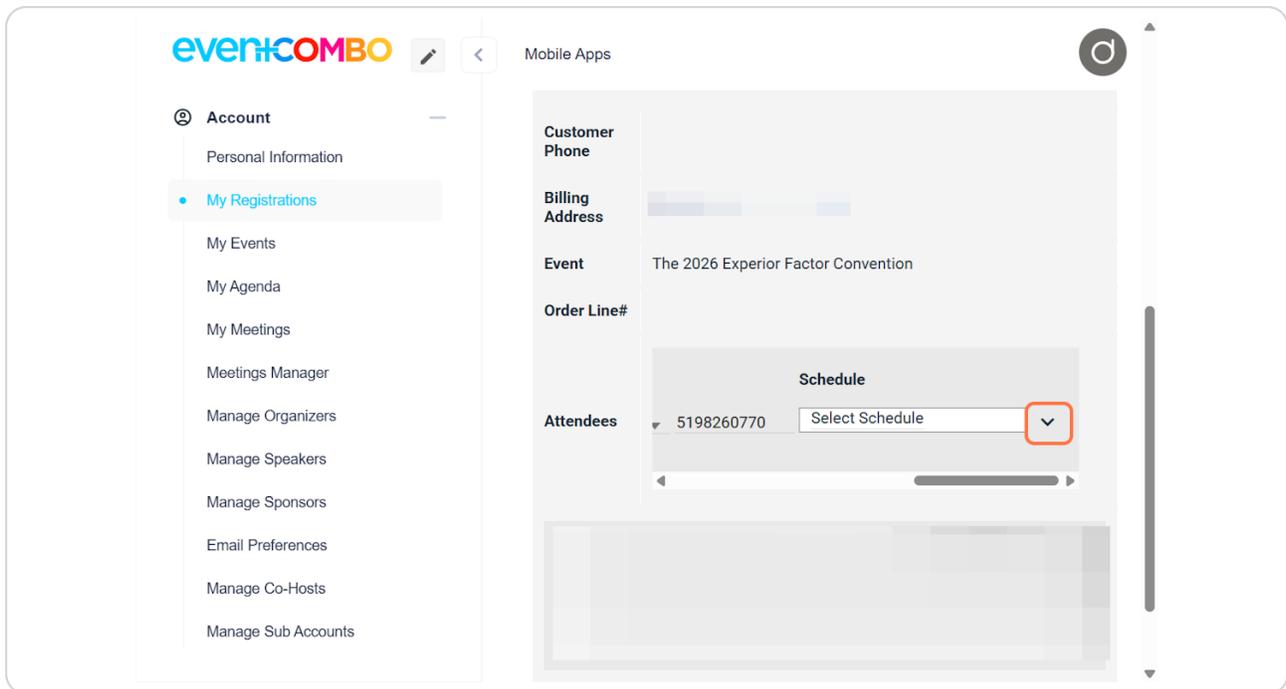
Type the First and Last Name, Email Address, and Phone Number of the individual who will be taking over your ticket

The screenshot shows the EventCombo mobile app interface. On the left is a navigation menu with the following items: Account, Personal Information, My Registrations (highlighted), My Events, My Agenda, My Meetings, Meetings Manager, Manage Organizers, Manage Speakers, Manage Sponsors, Email Preferences, Manage Co-Hosts, and Manage Sub Accounts. The main content area is titled 'Mobile Apps' and contains several sections: 'Customer Phone', 'Billing Address', 'Event' (The 2026 Exporior Factor Convention), and 'Order Line#'. Below these is a table for 'Attendees' with columns for 'Ticket Line #', 'First Name', 'Last Name', and 'Email'. The first row shows 'VEQ5JP8R6' in the 'Ticket Line #' column, and the 'First Name' field is highlighted with a red box. At the bottom of the screen, there is a table header with columns: Name, Type, QTY, and Price.

## STEP 5

### Click on the drop down arrow

Please ensure to click on the drop down arrow to ensure the new ticket recipient's information is correct



## STEP 6

### Update the title, agent code, and dietary preferences of the individual that is receiving the ticket

Account

- Account Information
- Registrations
- Events
- Agenda
- Meetings
- Event Managers
- Event Organizers
- Event Speakers
- Event Sponsors
- Event Preferences
- Event Co-Hosts
- Event Sub Accounts

**Attendees**

Please select the title that applies to you? You will be required to do this for each ticket individually.

Please Select

Exterior Agent

What Title Applies to You?

Financial Associate

Senior Financial Associate  Senior Manager

Executive Director  Senior Executive Director

National Executive Director

Senior National Executive Director

Executive Partner

What is your Agent Code?

STEP 7

Update the title, agent code, and dietary preferences of the individual that is receiving the ticket

do this for each ticket individually.

Please Select

Experior Agent ▼

What Title Applies to You?

Financial Associate

Senior Financial Associate  Sen

Executive Director  Senior Exec

National Executive Director

**STEP 8**

**Update the title, agent code, and dietary preferences of the individual that is receiving the ticket**

Senior National Executive Director

Executive Partner

**What is your Agent Code?**

**When did you join Experior?**

STEP 9

Update the title, agent code, and dietary preferences of the individual that is receiving the ticket

When did you join Experior?

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Who is your upline Executive Director?

What team are you on?

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The image shows a mobile application interface with a light gray background. It contains three text input fields. The first field is labeled "When did you join Experior?" and has a thin red horizontal line below it. The second field is labeled "Who is your upline Executive Director?" and has a thin blue horizontal line below it. The third field is labeled "What team are you on?" and has a thin gray horizontal line below it. A vertical scrollbar is visible on the right side of the form. A red rectangular box highlights the input field for "Who is your upline Executive Director?".

STEP 10

Update the title, agent code, and dietary preferences of the individual that is receiving the ticket

Who is your upline Executive Director?

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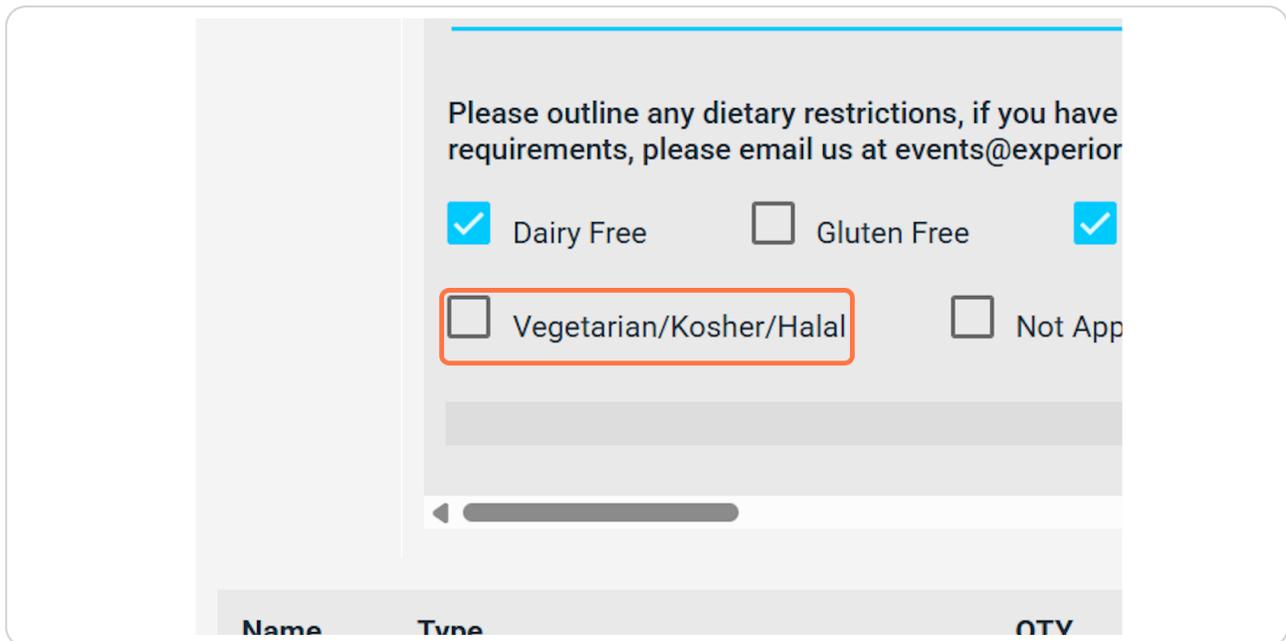
What team are you on?

Please outline any dietary restrictions, if you have any additional requirements, please email us at [events@experiorheadoffice.com](mailto:events@experiorheadoffice.com)

Dairy Free     Gluten Free     Nut Allergies

## STEP 11

Update the title, agent code, and dietary preferences of the individual that is receiving the ticket



Please outline any dietary restrictions, if you have requirements, please email us at [events@experior.com](mailto:events@experior.com)

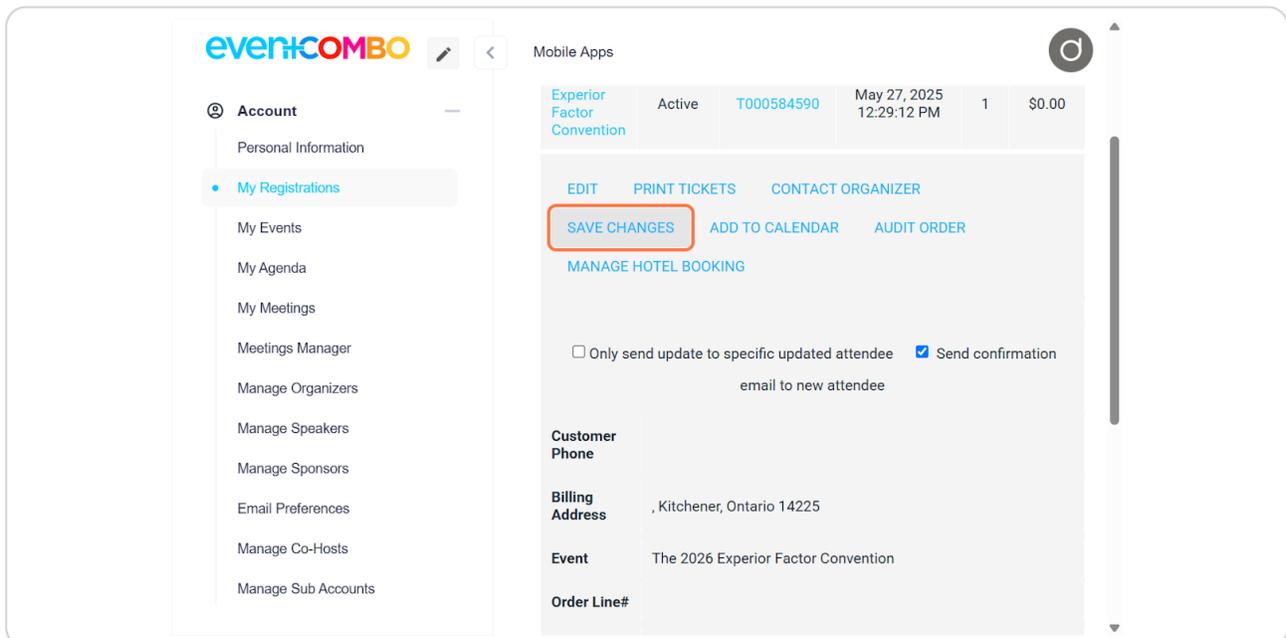
Dairy Free     Gluten Free   

Vegetarian/Kosher/Halal     Not App

Name    Type    QTY

## STEP 12

Scroll back to the top and click on **SAVE CHANGES**



eventCOMBO

Mobile Apps

Experior Factor Convention	Active	T000584590	May 27, 2025 12:29:12 PM	1	\$0.00
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EDIT    PRINT TICKETS    CONTACT ORGANIZER

**SAVE CHANGES**    ADD TO CALENDAR    AUDIT ORDER

MANAGE HOTEL BOOKING

Only send update to specific updated attendee     Send confirmation email to new attendee

Customer Phone

Billing Address: , Kitchener, Ontario 14225

Event: The 2026 Experior Factor Convention

Order Line#