

## Adding Guests to Your MARC Registration

You can use a different credit card to pay for your guests at the time of checkout if this is a consideration.

The first step is for you to create an account in our registration system. You will need to Claim Your Account.

### Claim your account

If you have recently made a payment, you have an account with us. To Manage your information and view your history, you need to claim your account and set a password.

[Claim My Account](#)

### View and Manage Your Information

Email Address

Password

[Forgot Password](#)

[Log In](#)

1. Click on Send Me The Link. The email will go to your Billing email.

### Claim Your Account

To get started, enter the email you most likely used on your last transaction. We'll email you a link to make sure you are you.

[Send Me The Link](#)

### How it Works

To gain access to your account and view your historical data, enter the email you used on your last transaction. We'll email you a link to make sure you are you. Clicking on that link will claim your account and you will be asked to create a password. After that you can log in anytime in the future with your email address and password.

2. The email looks like this and will come from no reply@webconnex.com:

## Activate Your Account

Welcome to Mid-America Regulatory Conference! Please activate your account.

[Activate Account](#)

The link will work once and be active for 24hrs. If you did not create an account with Mid-America Regulatory Conference, ignore this email and no account will be created.

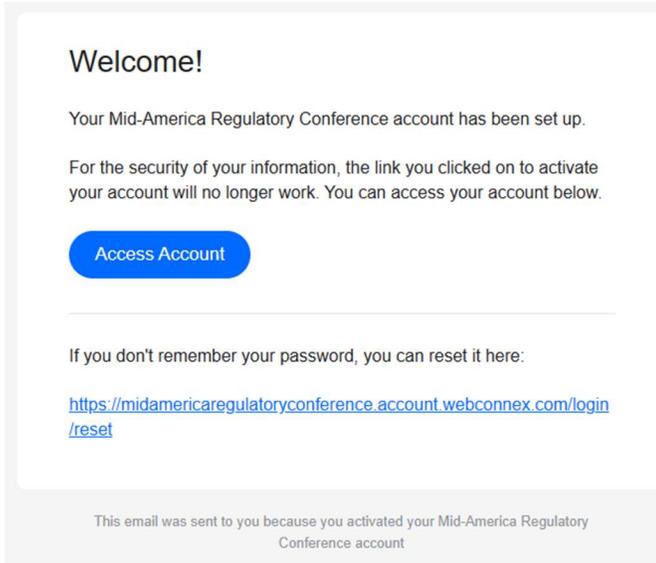
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You can also paste the following link into your browser:

<https://midamericaregulatoryconference.account.webconnex.com/signup/21d4e7dfda48401691b4b4dadb2f1424>

This email was sent to you because you created an account with Mid-America Regulatory Conference

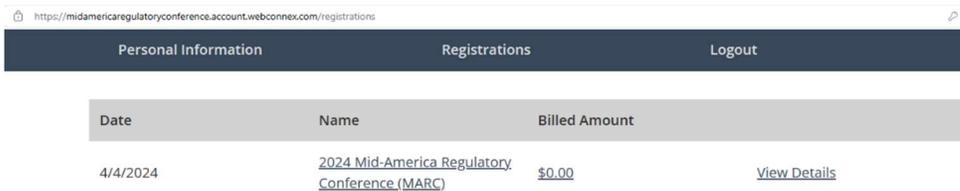
- After you have entered your password, you will receive a second email to the same address. Use the link to access your account.



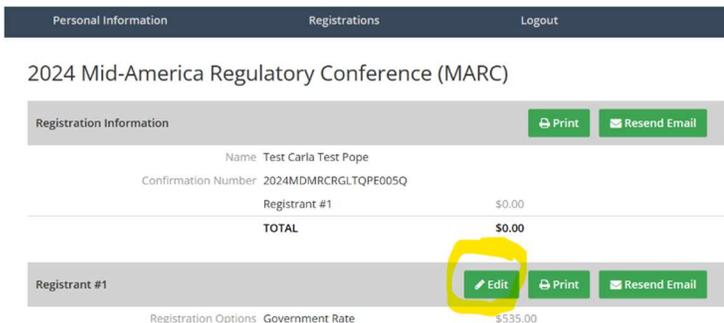
- Once you log in to the Account Center, click on Registrations.



- Select the current year's registration. If you have registered for previous conferences using this email address, there may be more than once registration link listed.



- Click on Edit.



8. Indicate number of guests from the dropdown menu. If you have more than 6 guests, contact [execcoor@marc-conference.com](mailto:execcoor@marc-conference.com) for assistance.
9. Enter your guests' names.
10. Select the Receptions your guests wish to attend.
11. Specify if your guests have any ADA or dietary restrictions.
12. You will be prompted to pay the difference of \$75 per guest.
13. When you check in at the conference, we will give you a badge for your guest.

### Guest Registration (add-on fee)

Guests are welcome at the 2025 MARC Conference. Registered guests may attend the Sunday Evening Welcome Reception and the Tuesday Evening at the Eiteljorg Museum. The fee for each registered guest is \$75.

Indicate Number of Guest(s)	One Guest (\$75.00) ▼	
Guest 1 Name	Favorite	Person
Number of Guests attending Sunday night Welcome Reception?	1 guest ▼	
Number of Guests attending Tuesday night Evening at the Eiteljorg Museum?	1 guest ▼	

Once you have saved your changes, a new invoice will show on the screen for the difference charged to your credit card.

**Questions?** Contact Carla Pope, MARC Executive Coordinator at [ExecCoor@MARC-conference.org](mailto:ExecCoor@MARC-conference.org)