

## How to Update Your Registration

Many details of this year's conference have emerged after we first put registration online. That means many participants will need to go back to their registration record to add or update information we need. The instructions here should help participants unfamiliar with RegOnline.

Click this link (the meeting URL: <http://www.regonline.com/tdwg2016> ) to go to our registration site.

Then click the "Register Now" button.

# Biodiversity Information Standards TDWG

## TDWG Annual Conference

**Summary**

### TDWG Annual Meeting 2016, Santa Clara, Costa Rica

Monday, December 05, 2016 9:00 AM - Friday, December 09, 2016 (Central America Time)

Centro de Transferencia Tecnología y Edu Continua  
CTEC  
Santa Clara, --  
Costa Rica

**Register Now**

**Actions**

- [Add to Calendar](#)

**Contact Information**

Login with your email address and the password you used when you created your registration.

(Click the "Forgot Your Password?" link if you need to reset your password.)

After logging in, you will see your "Registration Details."

Click the "**Manage Your Registration**" link to modify your registration record.

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## TDWG Annual Meeting 2016, Santa Clara, Costa Rica

Monday, December 05, 2016 9:00 AM - Friday, December 09, 2016 (Central America Time)

**Centro de Transferencia Tecnología y Edu Continua**  
CTEC  
Santa Clara, --  
Costa Rica

[Event Details](#)  
Phone: [redacted], [Email Us](#)

The registration at this website (RegOnline) completed successfully. You will also receive an email message with information about your registration, including a link to your registration record.

**Personal Info**

<b>Registration ID:</b>	93924957
<b>Registrant:</b>	Stan Blum Coordinator TDWG San Francisco, CA 94122 United States
<b>Registration Date:</b>	6/29/2016 11:03 PM
<b>Registrant Type:</b>	Conference Registration

**Actions**

- [Mobile Event Guide](#)
- [Manage Your Registration](#)
- [Print Your Registration](#)

**Documents**

- [Invoice](#)

Then click on one of the links in the "Edit" column.

# Biodiversity Information Standards

## TDWG

### TDWG Annual Meeting 2016, Santa Clara, Costa Rica [\(View Details\)](#)

**Stan Blum**

- [View, Print, or Email Registration Record and Invoice](#)
- [Make a Substitution](#)
- [Start a New Registration Using This Email Address](#)
- [Cancel](#)
- [Make a Payment](#)

**2**

Registrant	Type	Edit	Actions
1. Stan Blum Primary Attendee	Conference Registration	<a href="#">Personal Info</a> <a href="#">Agenda</a> <a href="#">Travel and Lodging Info</a>	<a href="#">Substitute</a>

[+ Add Another Person](#)

[Continue](#)

The text under the page header shows the sequence of pages in the registration process.

These are links and will take you to the indicated page.

Add flight information to the **Travel and Lodging** page.

This year, **bus tickets** (between SJO and La Fortuna) and tickets for the **Soltis Center** biodiversity observing opportunity (Thursday afternoon), can be purchased on the "**Separate Purchases**" page.

# Biodiversity Information Standards

## TDWG

### TDWG Annual Meeting 2016, Santa Clara, Costa Rica [\(View Details\)](#)

[Personal Info](#)   [Agenda](#)   [Travel and Lodging Info](#)   [Separate Purchases](#)   [Checkout](#)   [Confirmation](#)

**Registrant Type**

Registrant Type: Conference Registration [Edit](#)

**Personal Info**

After changing any content or adding new purchases, be sure to click the "**Continue**" button (bottom) through the pages until "Continue" becomes "Finish" and you have saved your modifications.

Last Modified: 17 November 2016



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