

- So how do you register a Corporate Alternate or a Corporate Employee from your organization as a guest so that they get the \$40 rate?

Here's an example:

Change Response

I Want to Pay for Additional Employees

Email Self-Registration Invites to Employees

In the event of a change of primary attendee from an employee to the primary contact

1. Please change your response to indicate the primary contact is attending
2. If you still want the employee to attend, either register and pay for them or send them an email invite

- As the Primary Member – when you register yourself or change the RSVP to be one of your 2 Corporate Alternates – you also have the ability to email “self-registrations” to your Corporate Employees by clicking the “**Email Self-Registration Invites To Employees**” as shown above.

Guest/Employee Registration

Introducing the new guest registration process. For faster and easier registration your contact details, and optionally your credit card, will now be stored in a secured account.

Members, you can now register your own guests by logging in to your own membership account using the [link at the top right of the site](#).

Corporate Employees, once you've been added to your company's account by the primary member, you will receive a username and password by email. You can then log in below to register at the discounted employee rate.

Please log into your existing Guest or Employee account or [sign up for a new guest account](#).

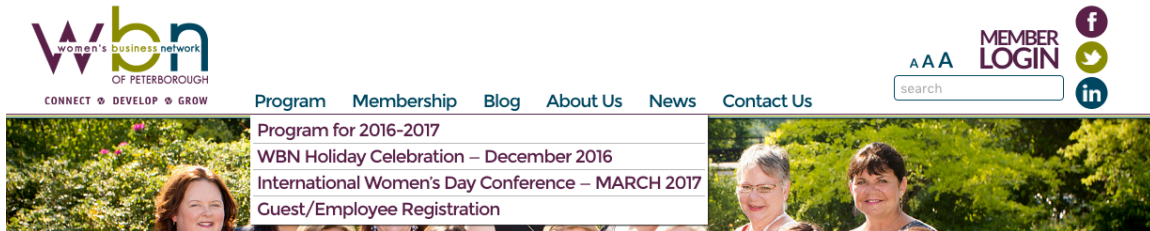
Email Address: *

Password: *

Login

[Forgot your password?](#)

- Corporate Employees can also register themselves on their own too – they just need to click on the “Guest/Employee Registration” Tab on the WBN Website - see below:



- During any of these processes if You or your Corporate Alternate Representatives or Corporate Employees have forgotten their Login Password – it can be reset – just follow the steps below.

Experiencing login problems?

Welcome to the new and improved WBN website. If you are experiencing login issues - perhaps you've forgotten your password - please click the "**Forgot your password**" link above to send yourself an email to reset it.

If you have not received that email within 5-10 minutes:

- ◆ Check your Junk folder first;
- ◆ Possibly try a different email address;
- ◆ If that still doesn't work, send an email to membership@womensbusinessnetwork.net asking to confirm your email address on file.

If you receive any other type of error message, please copy it and paste it into an email to tech@womensbusinessnetwork.net.

Thanks and we look forward to seeing you soon!