

# Registration Account

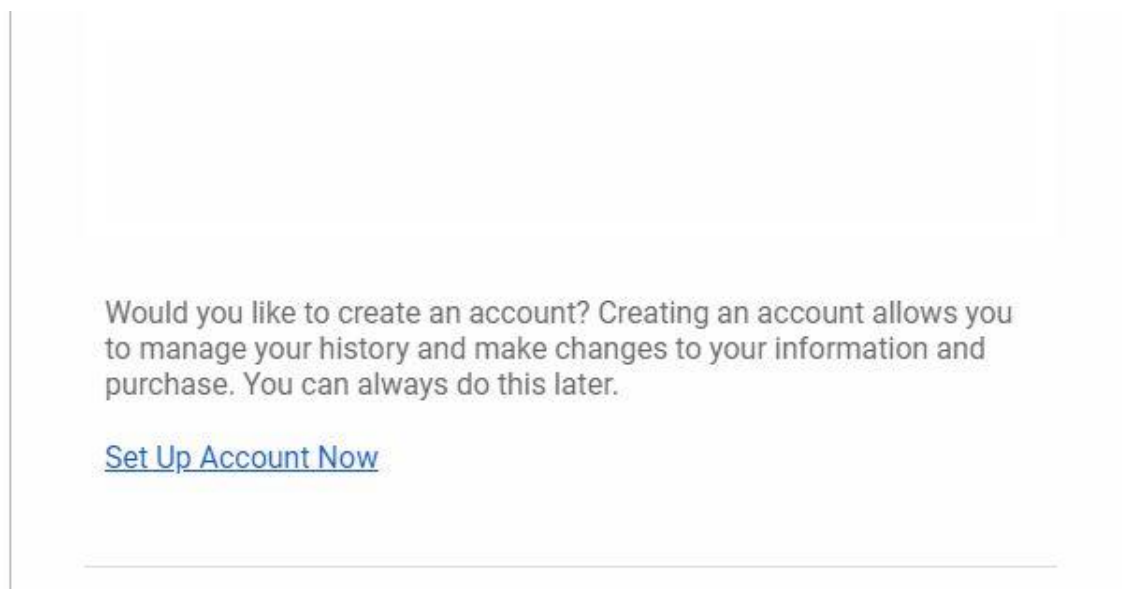
Create an account, manage your registration

Quick Navigation:

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## Step 1: Find account set up link

**See *Email Confirmation if you have not already done so.*** You can access the account set up from the bottom of the confirmation email. Scroll down to find the following:



Click the link and it will open a new page on webconnex's system.

## Step 2: Claim account or login

If this is your first time trying to create a registrant account, select 'claim 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

poliveira@thewatershed.

Password

[Forgot Password](#)

[Log In](#)

Follow the instructions to claim your new account.

### 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.

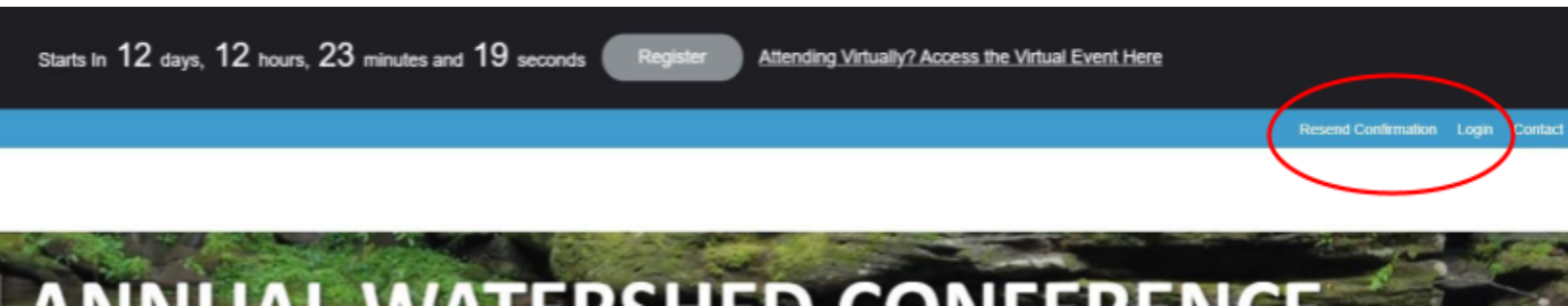
poliveira@thewatershed.org

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.

If you are a returning user, simply log in. You can also log in from the registration main page.



### Step 3: Manage your registration

In your account, you can see the options and sessions you selected as well as make changes to your registration and/or add registrants.

Select the 'Registrations' tab and then 'View Details.'

Date	Name	Billed Amount	View Details
10/13/2021	5th Watershed Conference Hybrid Event	\$0.00	View Details
10/5/2021	5th Watershed Conference Hybrid Event	\$0.00	View Details
10/5/2021	5th Watershed Conference Hybrid Event	\$0.00	View Details
10/5/2021	5th Watershed Conference Hybrid Event	\$0.00	View Details

Add registrants, resend confirmation emails, and edit your registration as you please.

## 5th Watershed Conference Hybrid Event

Registration Information		<a href="#">+ Add Registrant</a>	<a href="#">Print</a>	<a href="#">Resend Email</a>
Name	Priscilla Oliveira			
Confirmation Number	HYBRDCPY-8450011			
Items				
Registrant #1			\$0.00	
<b>TOTAL</b>				

Registrant #1		<a href="#">Edit</a>	<a href="#">Print</a>	<a href="#">Resend Email</a>
Name	Priscilla Oliveira			
Email	poliveira@thewatershed.org			
Organization	The Watershed Institute			
Phone Number	+1 9087451671			
Address	Online, Pennington, NJ, NJ 08534 US			
Registration Options	3 Days Virtual		\$25.00	
Coupon Code				
Keynote Session with Stuart Clarke Ph.D., William Penn Foundation (Virtual)	Keynote Session (Virtual)			
Nov. 3rd A.M. Sessions (Virtual)	Great Healthy Yard Project (Virtual)			
	Vacant Spaces, Session 1: How Can Nature- Based Strategies Be Used to Address			
Nov. 3rd P.M. Sessions (Virtual)	Environmental Justice Issues Including Negative Impacts to Residents Health, the			