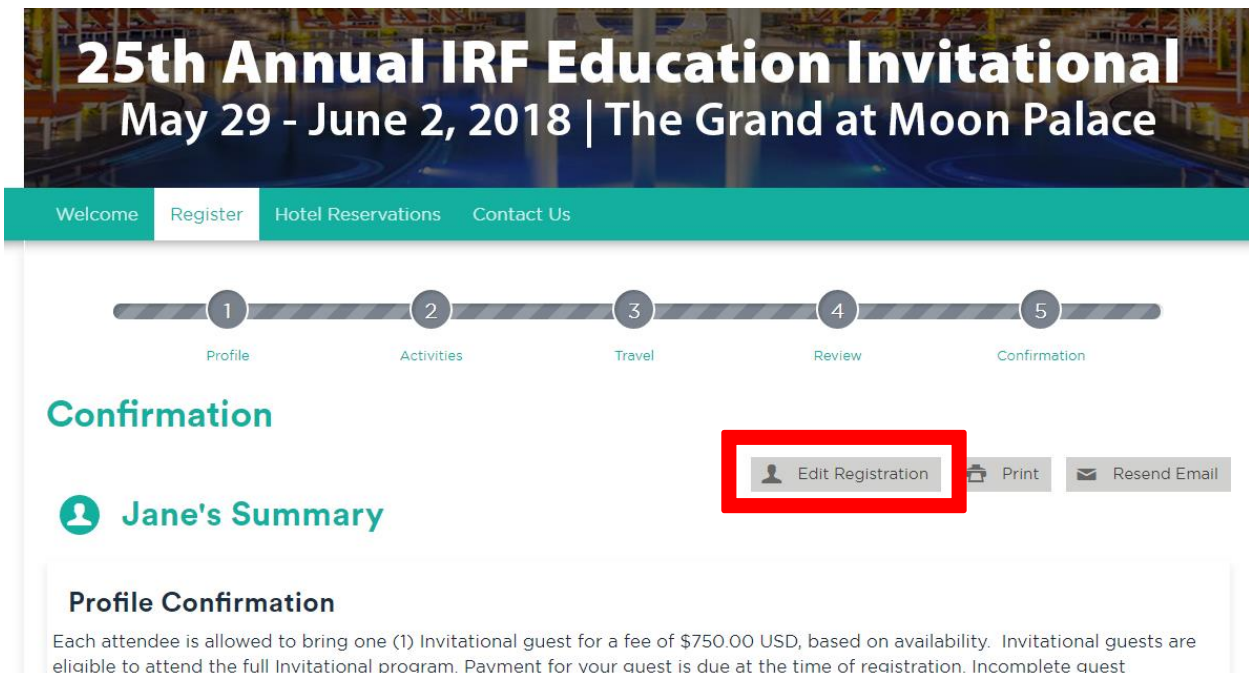


## ADD A GUEST TO YOUR INVITATIONAL REGISTRATION

1. Log in to your IRF Invitational Registration Profile by visiting <https://ce.creativegroupinc.com/#25th-annual-education-incentive-invitational/sign-in> and entering your log in credentials.
2. Click on the register tab in the blue bar at the top of the page. You will be redirected to your registration profile review.



3. Select the “Edit Registration” button at the top of the page.



4. Scroll down to the “Profile Review” section of your registration. At the bottom of the first section, select the “Change Profile” option

## ADD A GUEST TO YOUR INVITATIONAL REGISTRATION

### Dietary Needs (check all that apply)

- No Shellfish
- Other/Food Allergies

### More Info for Other Dietary Needs

few

Change Jane's Profile

- After you have been redirected to your editable profile page, please select the "Add a Guest" button at the bottom of the page to complete the requested information. Then select "Next".

- Pescatarian
- Vegetarian
- Vegan
- Other/Food Allergies

Add a Guest

Previous

Next

Next: Activities

- Your guest's profile will appear at the bottom of each page of your registration. Complete their information by selecting their name from the bottom of the page, filling in the requested information and clicking "Next" to proceed to the next section to complete their registration.

### Your Wednesday Activity Selection \*

- IRF Golf Tournament
- On Own to Relax at Resort
- I will return later to complete my activity selection/I will be choosing an offsite destination activity  
[Show Description](#)

 John >

Copy Jane's Choices

Previous

Next

Next: Travel

- When you've reached the final "Review" page for your registration, you must scroll to the bottom of the page, reviewing all information carefully, to provide payment for your guest. Guest payment must be made in full at the time of their registration to guarantee their participation at the event.

## ADD A GUEST TO YOUR INVITATIONAL REGISTRATION

Click “Confirm My Registration” at the bottom of the page to submit your payment and updated guest information. You may receive an updated copy of your event confirmation to your primary email address.

### Payment

#### Credit Card

Name on Credit Card \*

Credit Card Number \*

Expiration Month \*  Expiration Year \*

Billing Country \*

Billing Address \*

Billing City \*  Billing State \*

Billing Postal Code

#### Charges Summary

Jane Smith

John Smith

- Event Registration Fee: \$750.00

**Total Fees: \$750.00**

All additional guests will be charged a fee of \$750.00 USD.

Your card will also be stored and charged in the case of a cancellation.

Previous

Confirm my registration.

Complete this step to finalize your registration.

For questions regarding guest registration, please contact Sibley Guilianelli at [registration@theirf.org](mailto:registration@theirf.org).