How To Guide
SWITCH CATEGORIES AND TRANSFER REGISTRATION

Log into your participant account.
Inside your participant account you will have access to your registration, event products, and more.
https://haku.ly/MBHM

2. Click on “Your Registrations”
Inside this tab you will see your active registration. Click on “Edit Registration”

3. Click on “Registration Options”
Along the bottom of your screen, you will see a grey “registration options” button.

Inside this tab, you will have access to make changes to your registration, such as switching categories and transferring your registration to another person.

4. Select Your Registration Change Option
Then select the option you want:
- Transfer
- Switch Categories

5. Switch Categories: Upgrade
If you are upgrading, you will be charged a fee.

6. Switch Categories: Downgrade
If you are downgrading, you will be charged a fee.

7. Transfer
If you choose to transfer your registration to another person, you will have the option to pay for the transfer fee or have the new participant.

8. Once you have successfully made the transfer, the new participant will receive an email to finish registering for the event. Note: If the new participant does not register for the event, the transfer will not count as registered.