

# ADD GUESTS

1. Follow the Beauty School link found in your confirmation email or on the landing page at [www.youngliving\beautyschool](http://www.youngliving\beautyschool).
2. At the top of the page, click “Already Registered?”



3. Enter your email address and confirmation number.

A screenshot of the registration form. At the top, there is a navigation menu with links: "Event Overview", "Hotel Accommodations", "Event Extras", "Refund Policy", "Agenda", "Directions", and "Contact Us". Below the menu is a banner image of a city skyline at sunset with the "Beauty School" logo. The form contains two input fields: "\*Email Address: grusso@youngliving.com" and "\*Confirmation Number: ZZNJZ4BSCG3". Below the fields, there is a text prompt: "To have the Confirmation Number sent to you, click this link: Confirmation Number", where the "Confirmation Number" link is circled in red. At the bottom right, there is an "OK" button, also circled in red.

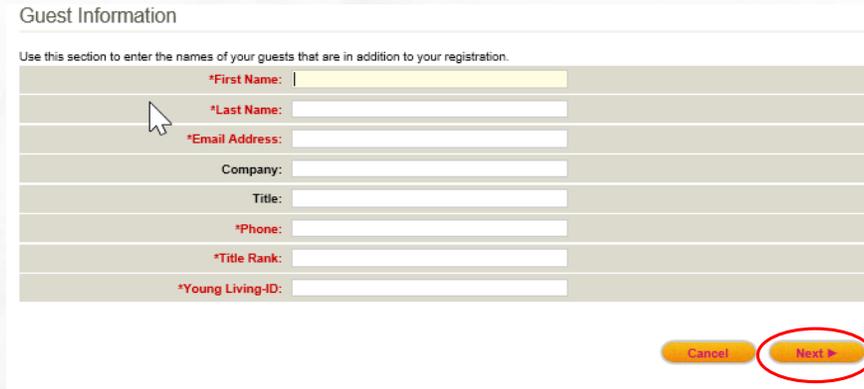
4. If you don't have a confirmation number, enter your email address and click the “Confirmation Number” link. The confirmation number will be emailed to you.
5. When you have entered your email address and confirmation number, click “OK.”
6. On the “General Options” page, click “Modify.”



7. On the “Modify Registration” page, click “Add Guest.”

A screenshot of the "MODIFY REGISTRATION" page. At the top, there is a title "MODIFY REGISTRATION" and a paragraph of instructions: "To modify the information or registration details, click on the Information or Registration link for the appropriate person. To unregister, select the check box next to the person you would like to unregister. Click Next to review and submit your changes." Below the instructions is a table with two columns: "Name" and "Modify". The table contains one row: "Julie Joy (Primary Registrant)" and "Information | Registration". Below the table, there is an "Add Guest" button, circled in red. At the bottom right, there are "Cancel" and "Next" buttons.

8. On the “Guest Information” page, enter your guest’s information and click “Next.”



The screenshot shows a web form titled "Guest Information". Below the title is a sub-header: "Use this section to enter the names of your guests that are in addition to your registration." The form contains several input fields, each with a red asterisk indicating a required field: \*First Name, \*Last Name, \*Email Address, Company, Title, \*Phone, \*Title Rank, and \*Young Living-ID. At the bottom right of the form, there are two buttons: "Cancel" and "Next >". The "Next >" button is circled in red.

9. You will return to the “Modify Registration” page. You can add more guests or click “Next.”

10. Your changes have been made. If you need to schedule or modify your guests’ activities refer to the Add or Modify Optional Activities document. If you are finished making changes, click “Next.”

11. On the “Registration Summary” page, you will see all scheduled appointments and changes.

12. To finalize your change, click “Finish.” If payment is required, enter the information and click “Finish.” You will return to the “General Options” page. Your changes have been made.