

# Requesting a Name Badge Substitution

Tom Jones has registered for IAAPA Attractions Expo 2017 but is no longer able to attend and would like to transfer his registration to a colleague.

## Step #1:

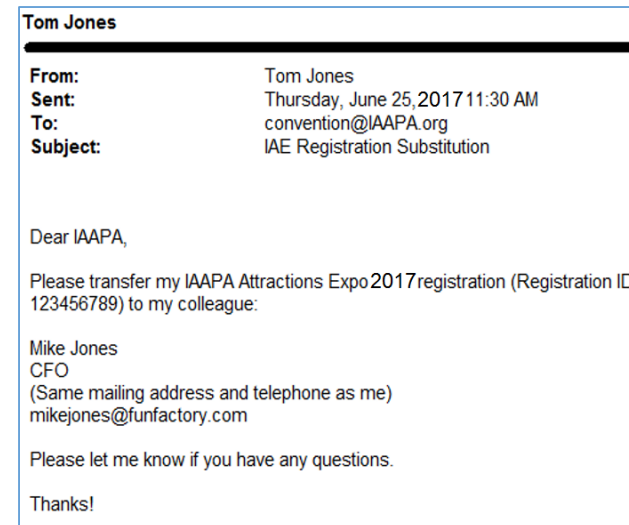
Tom located his original confirmation e-mail



## Step #2: Tom sends an e-mail to

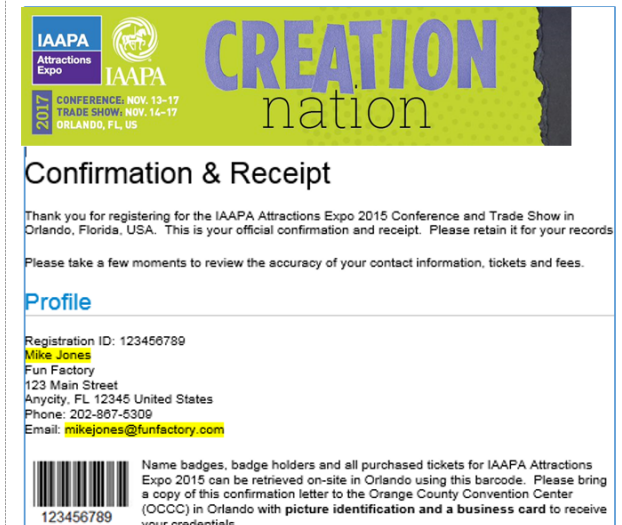
[convention@IAAPA.org](mailto:convention@IAAPA.org) requesting to transfer his registration name badge and he includes:

- a. His Registration ID number
- b. His colleague's name with full contact details & title



## Step #3:

Tom will receive e-mail confirmation from [convention@IAAPA.org](mailto:convention@IAAPA.org) and in 3-5 business days, Mike will receive an updated confirmation e-mail with his name.



For questions, e-mail:

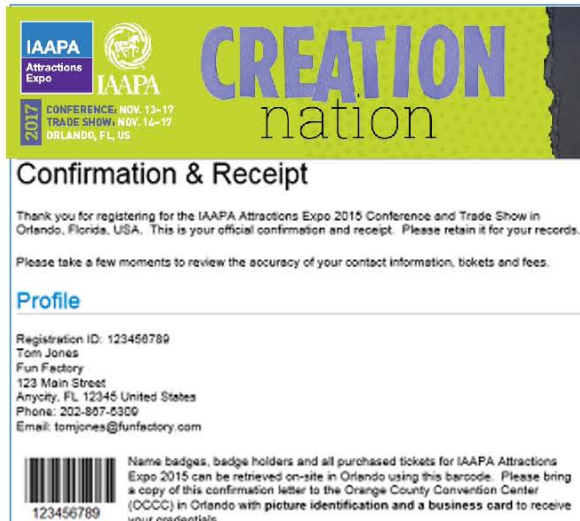
[convention@IAAPA.org](mailto:convention@IAAPA.org)

# Transferring Special Event Tickets

Tom Jones has purchased a special event ticket but can no longer attend that event. He still will go to the expo but cannot attend the ticketed event and would like to transfer the ticketed event to a colleague.

## Step #1:

Tom located his original confirmation e-mail and refers to the Registration Detail section.



## Registration Detail

**Tom Jones**

Registration Type: B - Buyer, Super Saver

Description	Date-Time	Item Total
Registration (Qty: 1)		\$119.00
Keynote: Lunch and Learn with Mark Woodbury (Qty: 1)	Nov 16 2015 12:00PM	\$45.00
Museum & Science Center Reception (Qty: 1)	Nov 16 2015 5:00PM	\$20.00
EduTour: SeaWorld at Sunrise: A Culinary Tour of SeaWorld Orlando (Qty: 1)	Nov 18 2015 7:30AM	\$125.00

## Step #2:

Tom sends an e-mail to [convention@IAAPA.org](mailto:convention@IAAPA.org) requesting to transfer his event ticket and he includes:

- His Registration ID number
- His colleague's name and Registration ID
- The name of the event he would like to transfer

**Tom Jones**

**From:** Tom Jones  
**Sent:** Monday, June 29, 2017  
**To:** [convention@IAAPA.org](mailto:convention@IAAPA.org)  
**Subject:** IAE Registration Transferring Tickets

Dear IAAPA:

I am registered for IAE17 (registration ID 123456789). Please transfer my IAAPA Attractions Expo ticket to the Museum and Science Center Reception to my colleague Steve Tyler (registration ID 987654321).

Thanks!  
Tom

## Step #3:

Tom will receive e-mail confirmation from [convention@IAAPA.org](mailto:convention@IAAPA.org) and in 3-5 business days, Tom and Steven will receive updated confirmation e-mails with the new ticket totals reflected.



## Registration Detail

**Steven Tyler**

Registration Type: B - Buyer, Super Saver

Description	Date-Time	Item Total
Registration (Qty: 1)		\$119.00
Museum & Science Center Reception (Qty: 1)	Nov 16 2015 5:00PM	\$20.00