



Adding a Guest, Ticketed Event or Annual Meeting to an Existing Registration

Step-by-Step Instructions

1. Locate Your Badge Number

- Your badge number is on the first line under the "Registration Information" bar in your confirmation email.
- Confirmation emails for the Annual Meeting are sent from eventconfirmation@events.cdsreg.com.

2. Access the Registration Page

- Visit <https://annualmeeting.aans.org/>.
- Click the Register Now button in the top-right corner of the page.
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3. Log In to Your Account

- On the "Already Registered?" section on the right-hand side, enter:
- Your badge number, the email address you used to register.
- Click Log In.
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4. Navigate to Upgrade Your Registration

- Once inside the Registration Resource Center, select Upgrade Registration. This option is located in the center of the landing page and in the left-hand navigation menu.

5. Add a Ticketed Session or Guest

- Choose the ticketed session or guest you wish to add to your registration.
- Click Continue.
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6. Complete Payment

- Follow the prompts to make your payment.
- An updated confirmation will be sent to you upon completion.