

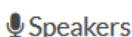
Adding a Speaker



1. Register or log in [here](#) (or copy the link below) with your exhibitor account number. If you do not remember your account number, you will be able to retrieve it via email.
<https://teachthemdiligently.net/registration/exhibitor>

The screenshot shows two registration paths. The 'New Account' section on the left asks for an email address and has a 'Remember Me' checkbox. The 'Existing Account' section on the right asks for an account number and also has a 'Remember Me' checkbox. Both sections have a blue 'Continue' button at the bottom.

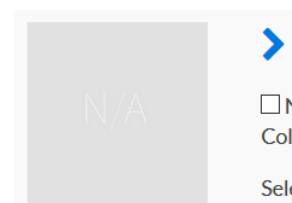
2. If your company/ministry has already registered for one or more locations, skip to step #3. If not, click the 'Register' button for one of the sites you will be speaking at. **If you do not complete this step, the speaker registration will not allow you to select a location.**
 - a. If you ARE exhibiting, add booths, select booth location, etc. for each site. Click 'Add Event' to register for multiple sites.
 - b. If you are NOT exhibiting, it will show 'Exhibitor Registration' on the right sidebar and a balance of \$0.00. Click 'Add Event' to register for multiple sites.

3. Click the **Speakers** icon in the upper right-hand corner. 


4. Click **+ Add Speaker**
 - a. Enter First/Last Name/Company/Email
 - b. Enter a short Teaser Bio (limit 500 characters)
 - c. Enter Full Bio
 - d. Click 'Add' at the end of the form

5. Select one or more events where the speaker would like to speak.

6. Click the grey box to the left of the speaker's name and event(s) to upload a photo. (We recommend uploading images with a resolution of at least 800 x 800 pixels.)
Click 'Save Changes' at the end of the form



7. Click **+ Add Session**
 - a. Enter Session Title
 - b. Enter Teaser Description (limit 500 characters)
 - c. Enter Full Description (limit 1,000 characters)
 - d. Click checkbox next to the categories applicable to your session
 - e. Click 'Add' at the end of the form
 - f. Click the checkbox next to the speaker's name under the session (Note: if you spoke previously and do not want to use that session this year, uncheck the box with your name below that session title)

8. If you added booths or started a registration in step #2, click the Account  **Account** button in the upper right corner, then click 'My Registrations', then 'View/Modify'. On the Registration page, click 'Finish/Confirm' or 'Pay Now' (if you are purchasing booths, advertising, etc.)

9. If you did NOT need to complete step #2 above, click Exit in the upper right hand corner.