

Updating Speaker Information



1. 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 options. The 'New Account' tab is on the left, and the 'Existing Account' tab is on the right, with a red arrow pointing to it. Both tabs have a 'Continue' button at the bottom. The 'Existing Account' tab also includes a 'Need Help' link.

2. If your company/ministry has already registered and selected booth(s) 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 booth(s), 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. To view/edit the bio information, click the name of the speaker next to the photo on the left hand side. To replace the photo, click the trash can icon on the photo and upload a new one. The pencil icon will allow you to crop the photo. (We recommend uploading images with a resolution of at least 800 x 800 pixels.) Update the bio and/or photo, if needed and click 'Save Changes'.

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

6. To view/edit session information, click the title of the session. If changes are made, click 'Save Changes' below the session. Repeat for each session.

7. If a session is not going to be used this season, uncheck the box next to the speaker's name below that session title. (In this example, Fred Flintstone will NOT be giving this session, but Barney will. If neither speaker listed will be giving this session, uncheck the box next to each name.)

The screenshot shows a 'Sessions' page with a '+ Add Session' button. Below the button is a note: 'NOTE: Be sure to select Category and Speaker.' A session titled 'A Fine Juxtaposition' is listed with a trash can icon. Below the session title are two checkboxes: 'Barney Fife' (checked) and 'Fred Flintstone' (unchecked). A red arrow points to the 'Fred Flintstone' checkbox.

8. To add a new session, 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

9. If you added booths or started a registration in step #2, click the 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.)**

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