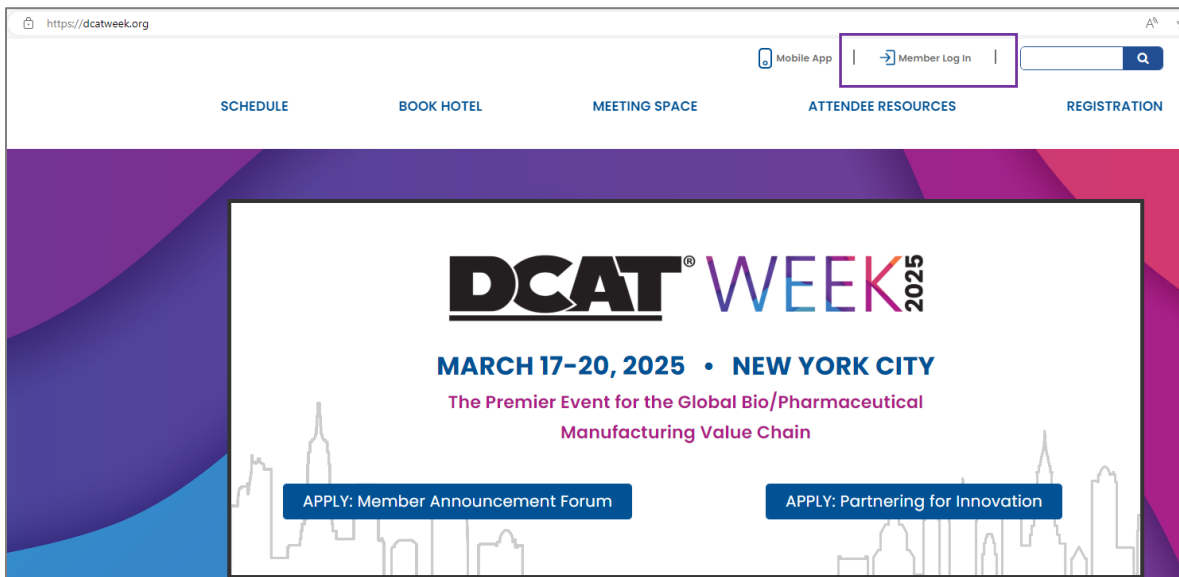


## USER GUIDE – Transferring Your Registration

If you are registered for DCAT Week 2025 and need to **manage or transfer** your registration to another company representative, please follow these steps:

### 1. Log in to the DCAT Member Portal

- If you have a DCAT Member Portal Account, [Log in](#) directly.

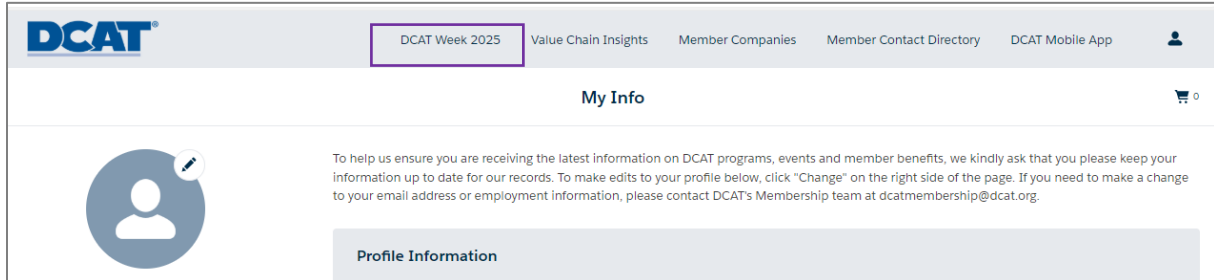


- If not, click "[New User? Click here](#)" to create a DCAT Member Portal account.

A screenshot of the DCAT Member Portal login page. The header reads 'DCAT® MEMBER PORTAL'. There are two input fields: 'Work Email' and 'Password'. Below the fields is a blue 'Login' button. To the left of the 'Login' button is a link for 'Forgot password?'. To the right is a button for 'New User? Click Here' which is highlighted with a purple box. At the bottom, there are two links: 'Recently switched companies? Notify Us' and 'Having trouble logging in? Click Here'.

## 2. Navigate to DCAT Week 2025.

- Select **DCAT Week 2025** from the top menu.

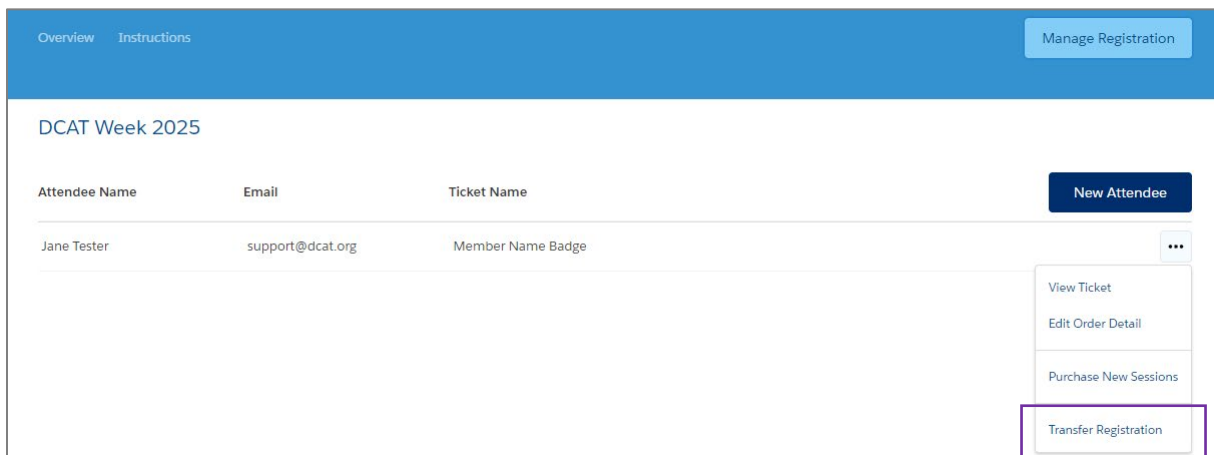


- Click **Manage Registration** in the upper-right corner.



## 3. Initiate the Transfer

- Click the three dots on the right side of your registration entry, then select **Transfer Registration**.



#### 4. Assigning a New Attendee

- Use the search bar to locate the new attendee within your company and click **Transfer**.

**Member Name Badge**

Search for the attendee receiving this registration transfer.

Use the field below to edit or add the attendee name(s) for your registration. If the attendee is not in our system, please enter their required information. Click continue to edit the next attendee in your list. When the attendee list (shown left) is complete, click Continue.

\* Search Attendee

Attendee 1

No additional information required.

Cancel Transfer

- If the attendee's name does not appear, select **+ Add**, enter the necessary information, and click **Add Attendee**.

**Member Name Badge**

Search for the attendee receiving this registration transfer.

Use the field below to edit or add the attendee name(s) for your registration. If the attendee is not in our system, please enter their required information. Click continue to edit the next attendee in your list. When the attendee list (shown left) is complete, click Continue.

\* Search Attendee

Test Person

Test Person is not in our system.  
+ Add Test Person

Cancel Transfer

**Attendee Information**

\* First Name

Test

\* Last Name

Person

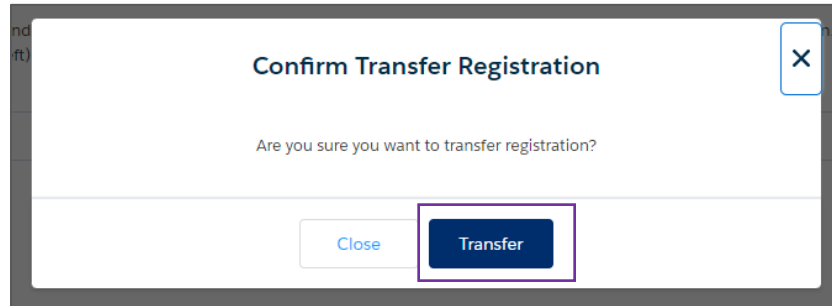
\* Email

Email is required

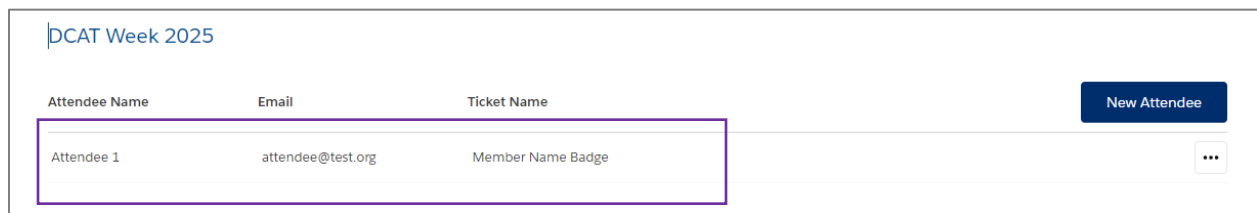
Cancel Add Attendee

## 5. Confirm the Transfer

- Review and confirm the transfer.



- The new attendees' details will appear on the main screen, and they can access the registration from their DCAT Member Portal.



Once the new attendee's information appears on the main screen, it confirms that the registration transfer has been successfully completed. An email notification will be sent to both the former and current registrants regarding this transfer.

## Technical Support

For assistance with account access or registration management, contact DCAT Support at [support@dcat.org](mailto:support@dcat.org)