

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.

	PORTAL
A Work Email	
a Password	
Log	çin
Forgot password?	New User? Click Here
Please note this system wor	ks best in Google Chrome.
Recently switched compani Having trouble logging in? (es? Notify Us Click Here





2. Navigate to DCAT Week 2025.

• Select DCAT Week 2025 from the top menu.

DCAT	DCAT Week 2025 Value Chain Insi	hts Member Companies	Member Contact Directory	DCAT Mobile App
	My In	fo) — 0
	To help us ensure you are receiving the latest inform information up to date for our records. To make ed to your email address or employment information,	lation on DCAT programs, ever Is to your profile below, click "(please contact DCAT's Member	its and member benefits, we kind Change" on the right side of the p ship team at dcatmembership@	dly ask that you please keep your vage. If you need to make a change dcat.org.
	Profile Information			

• Click Manage Registration in the upper-right corner.

DCAT Week 2025	March 17-20, 2025 - New York,	NY 🚔 Copert
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3. Initiate the Transfer

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

Overview Instructions			Manage Registration
DCAT Week 2025			
Attendee Name	Email	Ticket Name	New Attendee
Jane Tester	support@dcat.org	Member Name Badge	•••
			View Ticket
			Purchase New Service
			Purchase New Sessions
			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 ir your list. When the attendee ilst (shown left) is complete, click Continue.	I.
* Search Attendee]
Attendee 1	
No additional information required.	٦.
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 attend your list. When the attendee list (shown left) is complete, click Continue. *Search Attendee	lee is not in our system, please enter their required information. Click continue to edit the next attendee in
Test Person	٩
Test Person is not in our system. + Add Test Person	
Cancel Transfer	

* First Name	
Test	
* Last Name	
Person	
* Email	
Email is required	





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.

DCAT Week 2025		
Attendee Name	Email	Ticket Name
Attendee 1	attendee@test.org	Member Name Badge

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

