

Updating your GCSG Global Virtual Conference Registration When You Registered Yourself

1. Log in at www.mygcsg.com. If you don't remember your password, click on "Lost your password?" to reset it.

2. In the upper right corner of the GCSG Home page, hover over "Your membership" to see this drop-down menu:

3. Click on "My Registration" to be taken to a page that looks like this:

Login ✕

Please log in using your GCSG credentials.

cfattore@mygcsg.com

.....



LOGIN

[Lost your password?](#)



[Your membership](#)



My Profile

My Registration

Active Members

Directory

Logout

Manage your registration

You registered on December 17th, 2019.

Attendees information



Nancy Green
Nancy@mygcsg.com

VIEW INFO

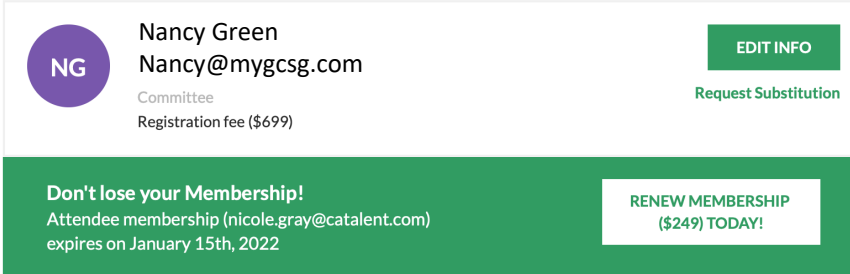
[Cancel Registration](#) | [Request Substitution](#)

Updating your GCSG Global Virtual Conference Registration When You Registered Yourself

4. Click on the “View Info” button to be taken to a screen that looks like this:

Attendee information

 Print



NG
Nancy Green
Nancy@mygcsug.com
Committee
Registration fee (\$699)

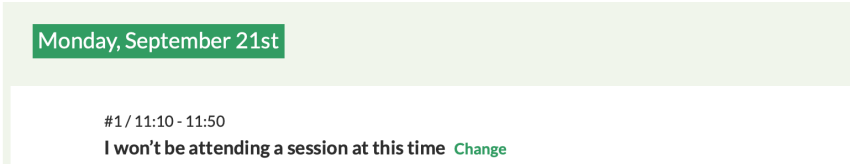
EDIT INFO
Request Substitution

Don't lose your Membership!
Attendee membership (nicole.gray@catalent.com)
expires on January 15th, 2022

RENEW MEMBERSHIP
(\$249) TODAY!

Sessions

EDIT SESSIONS



Monday, September 21st

#1 / 11:10 - 11:50
I won't be attending a session at this time [Change](#)

5. From this screen you can click on “Edit Info” to update your personal details, you can request to send a substitute in your place (Request Substitution), you can add a year to your membership (Renew Membership Today) and you can edit your workshop choices. If you click the Edit Sessions button, you will be taken to a separate page where you can edit all of the workshop choices at one time or you can scroll down and edit each session individually by clicking “Change” after the specific session you’d like to change.
6. Once you have updated your registration, you will see any pending refund listed under ‘Payment record and status’. To request a refund or ask that your refund total be applied as a credit to the GCSG 2021 US Conference, email your request to finance@mygcsug.com.
7. If you have trouble finding or editing your registration, please reach out to RegistrationHelp@mygcsug.com for assistance.

Updating your GCSG Global Virtual Conference Registration When You've Purchased an Exhibitor Booth or Sponsorship

1. Log in at www.mygcs.com. If you don't remember your password, click on "Lost your password?" to reset it.

Login

Please log in using your GCSG credentials.


cfattore@mygcs.com



.....

LOGIN

[Lost your password?](#)

2. In the upper right corner of the GCSG Home page, hover over "Your membership" to see this drop-down menu:



  [Your membership](#)

My Profile

My Registration

Active Members Directory



Logout

3. Click on "Manage Registration" to be taken to a page that looks like this: From this page you will be able to see any table tops (exhibitor booths) or sponsorships purchased previously for the 2020 US Conference:

Manage your registration Print

You registered on July 27th, 2020.

Attendees information

 <p>John Lee john@mygcs.com</p> <p>VIEW INFO</p> <p>Cancel Registration Request Substitution</p>	 <p>Attendee 2</p> <p>ADD ATTENDEE</p> <p>Send Invitation</p>
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You purchased Add products

Exhibit Booth - \$3,000.00

Updating your GCSG Global Virtual Conference Registration When You've Purchased an Exhibitor Booth or Sponsorship

4. Click on the "View Info" button to be taken to a screen that looks like this:

Attendee information Print



John Lee
john@mygcs.com
BD / Sales / Senior Executive
Registration fee (\$799)

[EDIT INFO](#)
[Request Substitution](#)

Sessions [EDIT SESSIONS](#)

Monday, September 14th

#1 / 16:00 - 17:00
[I won't be attending a session at this time](#) [Change](#)

Tuesday, September 15th

#2 / 08:00 - 09:00
[I won't be attending a session at this time](#) [Change](#)

5. From this screen you can click on "Edit Info" to update your personal details, you can request to send a substitute in your place (Request Substitution), you can add a year to your membership (Renew Membership Today) and you can edit your workshop choices. If you click the Edit Sessions button, you will be taken to a separate page where you can edit all of the workshop choices at one time or you can scroll down and edit each session individually by clicking "Change" after the specific session you'd like to change. In addition if you need to cancel your registration you can select the 'Request Cancellation' button.
6. Once you have updated your registration, you will see any pending refund listed under 'Payment record and status'. To request a refund or ask that your refund total be applied as a credit to the GCSG 2021 US Conference, email your request to finance@mygcs.com.

Updating your GCSG Global Virtual Conference Registration When You've Purchased an Exhibitor Booth or Sponsorship

7. If you have trouble finding or editing your registration, please reach out to RegistrationHelp@mygcs.com for assistance.