

Update your contact information, company, and title here.

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CPE Credits can be found here.

NETWORK EVENTS ON-DEMAND RESEARCH INFLUENCE NEWS STRATEGIC PARTNERS

MY PROFILE MY COMPANY MY MEMBERSHIP **MY REGISTRATIONS** MY INVOICES MY DOWNLOADS MY EDUCATION CHAPTER INFORMATION MY DONATIONS MY SUBSCRIPTIONS MY SETTINGS

### My Registrations

Event	Registrant	
2025 FEI Season Kickoff! 8/20/2025 - 8/20/2025	Jackson, Leah	<a href="#">View/Edit Details</a> <a href="#">Transfer to Someone Else</a> <a href="#">Cancel Registration</a>

To add a guest or edit dietary restrictions, click here.

## How to add a guest after I've registered for an event:

- 1 Click on your profile at the top of the page.

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### Search our Calendar of Events

Name Meeting Type Chapter Start Date (on or after) End Date (on or before)

Search Clear Filters

July 30  
Career Services Group Meeting

- 2 Click the "My Registrations" tab.

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### My Profile

**Leah Jackson**  
Financial Executives International  
Chapter Administrator

89 Headquarters Plaza  
Suite 1462  
Morristown, NJ 07960-6834 US

8658130426  
ljackson@bgtrecruiting.com

Update My Profile >

### 3 Click "View/Edit Details"

The screenshot shows the FEI user dashboard. At the top, there is a blue header with the FEI logo and navigation links: "FEI Near You | About FEI", "Leah Jackson | Become a Member | Sign Out |". Below the header is a navigation bar with categories: NETWORK, EVENTS, ON-DEMAND, RESEARCH, INFLUENCE, NEWS, STRATEGIC PARTNERS. A secondary navigation bar contains icons for: MY PROFILE, MY COMPANY, MY MEMBERSHIP, MY REGISTRATIONS (highlighted), MY INVOICES, MY DOWNLOADS, MY EDUCATION, CHAPTER INFORMATION, MY DONATIONS, MY SUBSCRIPTIONS, MY SETTINGS. The main content area is titled "My Registrations" and contains a table with the following data:

Event	Registrant	
2025 FEI Season Kickoff! 8/20/2025 - 8/20/2025	Jackson, Leah	<a href="#">View/Edit Details</a> <a href="#">Transfer to Someone Else</a> <a href="#">Cancel Registration</a>

Below the table, there is a section titled "My Registration History" with the text "Listing of my registrations for past meetings."

### 4 Click "Edit"

The screenshot shows the FEI user dashboard with a "View Details" modal open. The modal displays the following information:

**Jackson, Leah** [Edit](#)  
Qualified Prospective Member  
Chapter Administrator  
Financial Executives International  
89 Headquarters Plaza  
Suite 1462  
Morristown, NJ 07960-6834  
8658130426

---

**Total: \$0.00**

[See questions ?](#)

Type	Item
------	------

Click "Next Step".

[Previous](#)

[Next Step](#)

## 5 Click "Add Guest"

ATTENDEE(S)   SESSIONS   **GUESTS**   CHECKOUT

« Previous Next Step »

**Add Guest**

« Previous Next Step »

## 6 Type/select the registrant's name or add a new contact if you don't find them in the drop down. Then click save.

### Guest Registration

#### Guest Registration Information

Type of Guest  
Prospective Member Guest \$0.00

Contact  
anneke schmitz

[Click here to add a new contact. First Name and Last Name are required.](#)

Anneke Schmitz Financial Executives International Knoxville TN	Address

\* Required Fields

Enter Address

Address Type

Country/Region \*

# 7 Complete the required questions and sessions section for your guest.

## Guest Registration

Schmitz, Anneke (Anneke)  
Prospective Member Guest

Special Needs **Incomplete** Guest Sessions

Add Guest

« Previous Next Step »

# 8 Continue with "Checkout >"

« Previous Checkout >

### Summary of Session Changes

Type of change	Registration / Session	Fees
Schmitz, Anneke - New Guest	Prospective Member Guest	\$0.00
		<b>Total: \$0.00</b>

« Previous Checkout >

[SHOPPING CART](#)
[PAYMENT](#)
[CONFIRMATION](#)

You currently have 1 items in your cart [Clear Cart](#)

Product	Subtotal	
<b>Topgolf Networking &amp; Year-End Tax Strategies (November 12, 2025 - November 12, 2025)</b> <a href="#">Leah Jackson</a> Qualified Prospective Member	\$0.00	
<b>Total</b>	<b>\$0.00</b>	

Enter Promo Code

[< Back to My Profile](#)
[Update Address before Checkout >](#)

### Order Summary

1 Item selected

<b>Purchase</b>	<b>\$0.00</b>
<b>Subtotal</b>	<b>\$0.00</b>
Sales Tax	<b>\$0.00</b>
<b>Order Total</b>	<b>\$0.00</b>

**Billing Address** [Change >](#)  
 Leah Jackson  
 89 Headquarters Plz PMB 1462  
 Morristown, NJ 07960-6834

[Express Checkout](#)

[SHOPPING CART](#)
[PAYMENT](#)
[CONFIRMATION](#)

## Order Confirmation

Thank you for your purchase!

**Order SC-899828-N3N4C**

Date of purchase: 9/29/2025

Payment:

Bill To: Leah Jackson

Gift Card: -

PO #:

**Bill To Address**

Leah Jackson  
 89 Headquarters Plz PMB 1462  
 Morristown, NJ 07960-6834

Invoice	Product	Price per unit	Quantity	Discount	Taxes	Charges
INV-12185-G4Z6B8	<b>Qualified Prospective Member - Jackson, Leah</b> <a href="#">Add To Calendar</a> <a href="#">Add To Google Calendar</a>	\$0.00	1	\$0.00	\$0.00	\$0.00
<b>Total Charges</b>						\$0.00
<b>Sales Tax</b>						\$0.00
<b>Order Total</b>						\$0.00
<b>Previous Payments</b>						\$0.00
<b>Payment</b>						\$0.00
<b>Balance Due</b>						\$0.00

[Done](#)