



HOW TO ADD STUDENT NAMES TO AN EXISTING REGISTRATION:

1. Go to <https://mathmasters.account.webconnex.com>.
2. If an account was created at the time of registration, log in using the **BILLING** email address used at registration and the password that was set at that time. The billing email address may or may not be yours. If you did not already create an account, click Claim My Account and follow the prompts to create an account. *The billing email address used at registration **MUST** be the one used to log in or to create an account; otherwise, you will not have access to change/add student names.*
3. Once you have an account and are logged in, click the Registrations tab at the top of the page. A drop down menu should appear with your registrations.
4. Click View Details of the registration you wish to edit.
5. Select the edit icon (pencil) to open your registration.
6. Scroll down to add student names and make any other edits.
7. Click Save at the bottom of the page to save your edits.

QUESTIONS: Email Math Masters at mathmasters@math-masters.org.