Modifying Your Registration

Step 1: Claim your account:

2.

1. Go to the following link to claim your account: <u>https://mosaicoutdoorclubsofamerica.account.webconnex.com/login/</u>

Claim vour account	View and Manage Your Information	
If you have recently made a payment, you have an account with us. To Manage your information and view your history, you need to claim your account and set a password.	Email Address Password	
Claim My Account		Forgot Password
Click on "Claim My Account" Claim Your Account		

To get started, enter the email you most likely used on your last transaction. We'll email you a link to make sure you are you.

Email Address	Send Me The Link			
How it Works				
To gain access to your account and view your historical data, enter the email you used on your last transaction. We'll email you a link to make sure you are you.				
Clicking on that link will claim your account and you will be asked to create a password. After that you can log in anytime in the future with your email address				

3. Enter the same email address you used for your initial registration.

and password.

4. Webconnex (RegFox) will send you an email with a link to verify your identity. It might go to your spam folder, so check there if you don't see it promptly. Clicking the link will verify your account, and you'll be asked to create a password. After that, you can log in anytime using your email and password.

Modifying Your Registration

Step 2. Log in and update your registration

- 1. Go to <u>https://mosaicoutdoorclubsofamerica.account.webconnex.com/login/</u> to log in.
- 2. Use the same email address and password you used when claiming your account.

Claim your account	View and Manage Your Information		
f you have recently made a payment, you have an account	Email Address	JaneDoe@mosaicoutdoo	
vith us. To Manage your information and view your history,	Password		
Claim My Account	`	Forgot Password	
	\backslash	Log In	
		\setminus	

3. Then you see your account:

MOME OUTDOOR CLUB OF ANIMAC ZEWISH OUTDOOR ESCARE 2003 TRI-STATE RETREAT						
ersonal Information	Regis	trations	Ambassad	or Program	Logout	
Your personal informat	tion that is on file	2				
Name and Address				Phone ar	nd Email	
Jane	Doe			99999999	9999	
123 Main Street				Accept	t Text Messages to	this number
				janedoe@	@mosaicoutdoo	
United States		~		Unsub Clubs of A	oscribe from all Mo	saic Outdoor
Anytown	Maine	✓ 12345		Clubs of A	inerica emais	
		Save Infor	mation <u>Cance</u>	<u>!</u>		
		Manage	<u>e my stored data</u>			

For help, please call us at 888-MOSAICS, 888-667-2427 or email Event@mosaicoutdoor.org

Modifying Your Registration

4. Click on 'Registrations' and then select JOE2025.

	HOME OUTDOOR CLUE OF AMERICA AWHISH OUTDOOR ESCAPE 2025 TRI-STATE RETREAT			
Pe	ersonal Information	Registrations	Ambassador Program	Logout
Date		Name	Billed Amount	
	6/24/2025	J <u>OE2025</u>	<u>\$1,260.00</u>	View Details
For help, please call us at 888-MOSAICS, 888-667-2427 or email Event@mosaicoutdoor.org				

6. Click on Edit

5.



Then scroll through your registration to find the change you want to make. NOTE: You MUST remove the item you do not want before selecting the item you do want.

7. When done updating, you MUST scroll to the bottom of the page to select SAVE



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Note: You must contact us at <u>registration@mosaicoutdoor.org</u> to make any changes that result in a refund.