Expo Registration Instructions

1. Log in to the Enactus academic [registration portal](#).
   *Please note: you must have an Enactus account before you can register for any Enactus event. If you need to create a profile, please visit [Enactus+](#).

2. Once logged in, please review your personal information, making any necessary updates. If you have a dietary restriction, please let us know about in this page.
3. Once you click “Save and Continue” you will move to the “Individual Event Registration” page. You will need to click the orange “Select Activities” box next to the event you wish to register for, in this instance it would be the 2020 Enactus United States National Exposition – Kansas City, MO.

4. When you see the list of events show in the drop down, please select all the events you wish to attend. Every student and faculty will need to select at minimum “Student & Faculty”. Once you have selected all the events you plan to attend, click the blue “Register” button.
5. Guest registration is for anyone that may be attending Expo as your “guest”. This can be administration from your College/University, a parent, spouse or friend. IF you have previously registered a guest, they will show in the list. If you have NOT previously registered your guest, you will need to click “Create Guest”.

6. To create a guest, first select the “Relationship”, then complete the remaining information. Click “Add”
7. Once you add the guest, you will need to click the check box next to their name and click the blue “Register Guest” button. Once you have done this, you may click “Continue”.

![Guest Event Registration Form]

- **Check box next to the guest's name**
- **Click the blue “Register Guest” button**
- **Click “Continue”**
8. ** If you have permissions to register your team for Expo – on the Team Event Registration page, please select your participation type. IF you are competing in either the Traditional competition or the Early Stage competition, you must read and acknowledge the cancellation policy before you can click the blue “Register Expo” button. You will see red text under the register expo button confirming your team is registered. Once you complete this step, click “Continue’’. 
9. You will get a “Success” page when you have completed your registration as well as a confirmation email. Please check the “Success” page if you registered a guest, they will show here if you successfully registered them.