

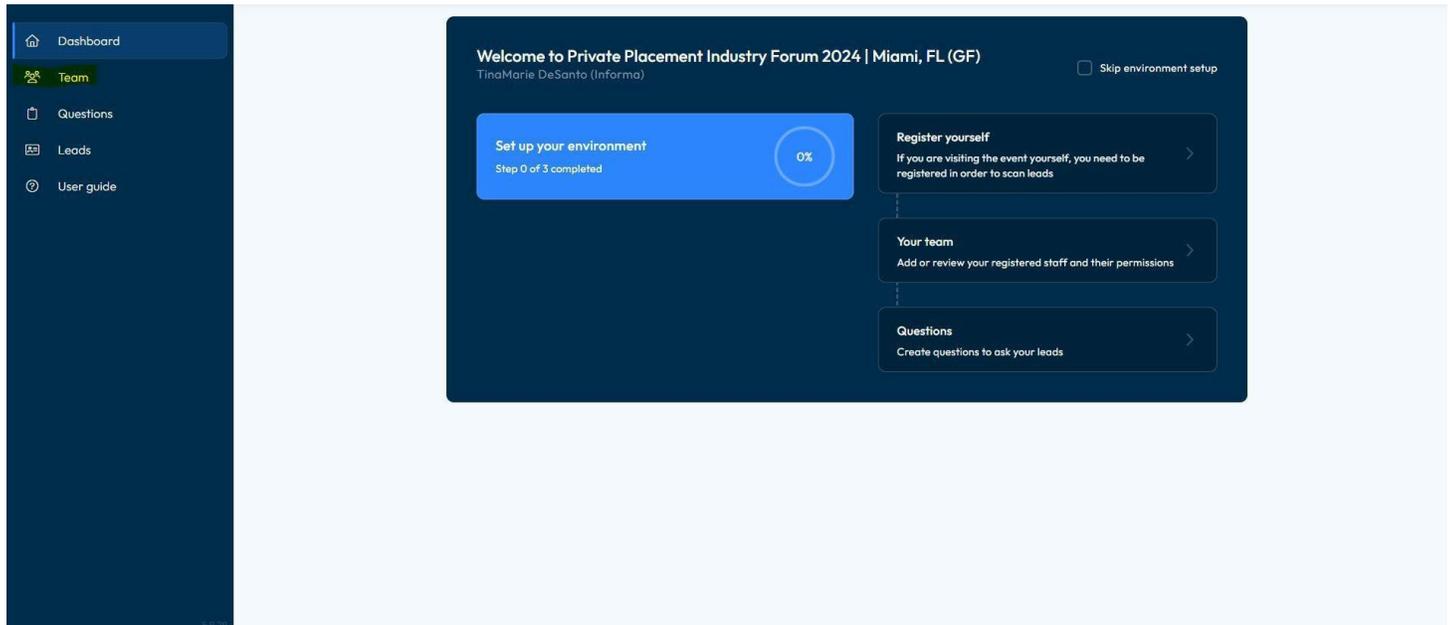
Please follow the steps below to register a staff member coming to the event. Please note- all individuals attending the event must be registered prior to arriving onsite. Any individuals arriving onsite are not guaranteed any contract allocated passes.

### STEP 1

Log on to the sponsor registration dashboard. To find the email, search your inbox for the email titled: "Register your passes for RIA Edge Nashville 2026."

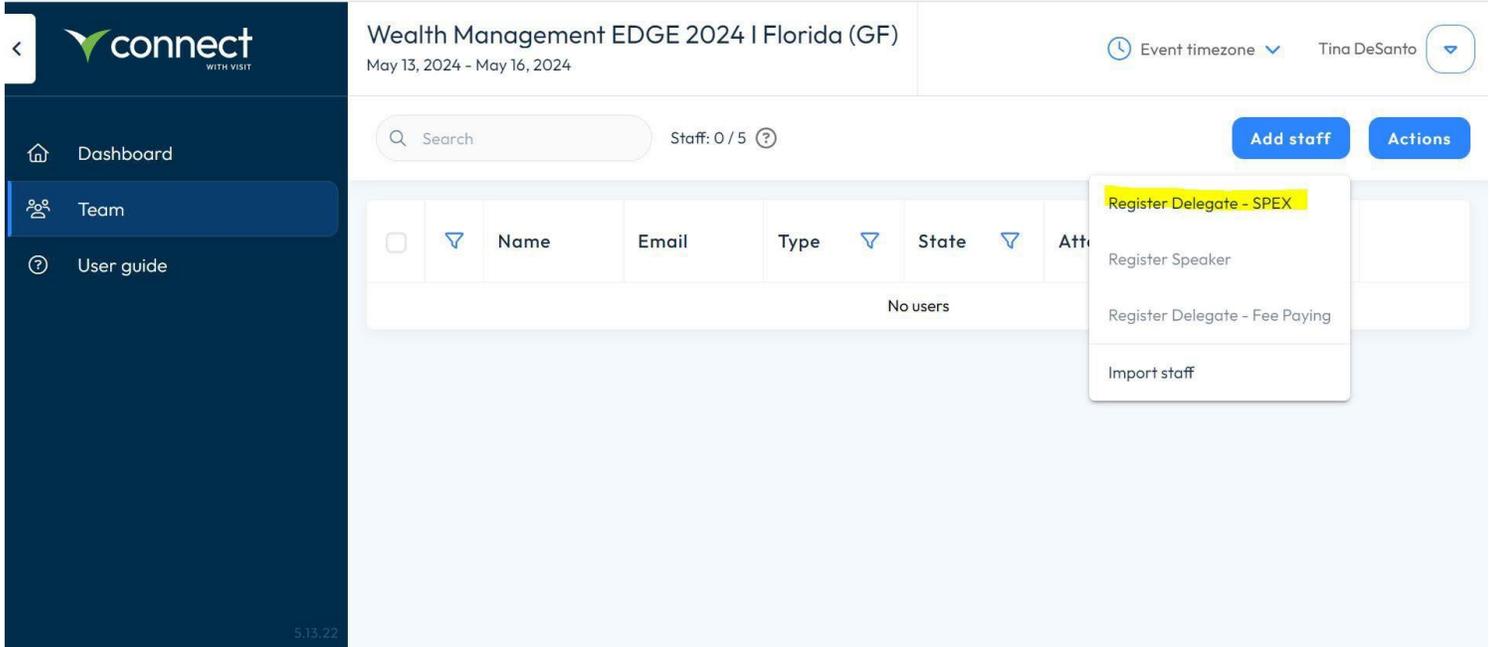
### STEP 2

Once on the dashboard, click on the Team button on the left-hand side of the page.



### STEP 3

Within the Team section, click on the Add Staff button on the top right-hand side of the page, and then the Register Delegate - SPEX option.



### STEP 4

Complete the required fields, without clicking any of the boxes at the bottom of the registration page. Once completed, click the Next button to finish the registration process.

