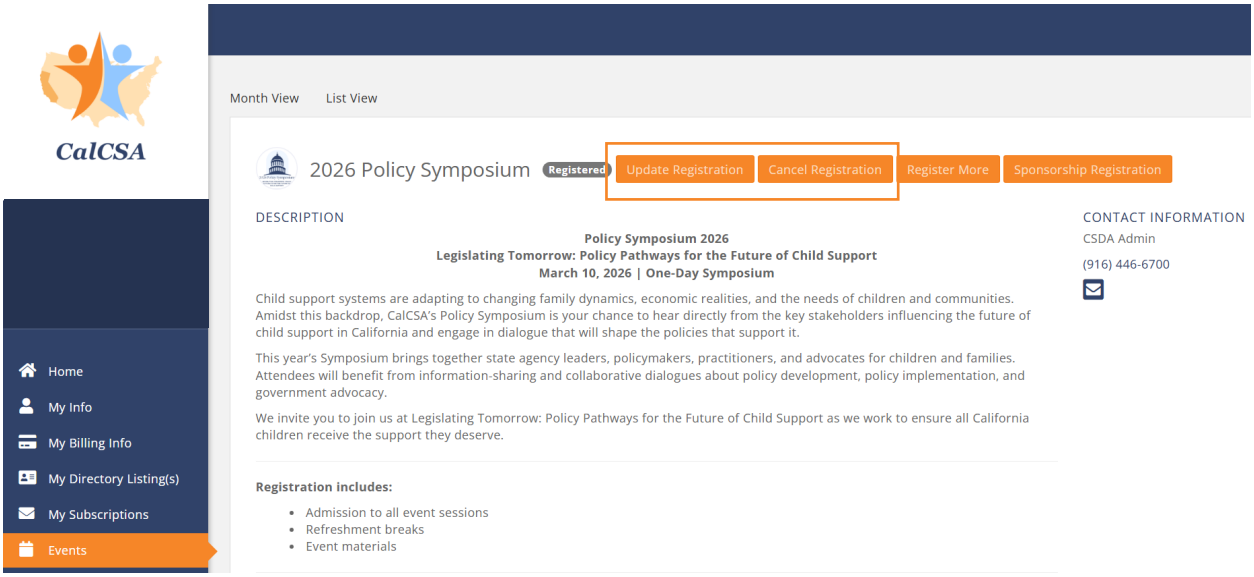
+1 (916) 446-6700
PO BOX 162362, Sacramento, CA 95816

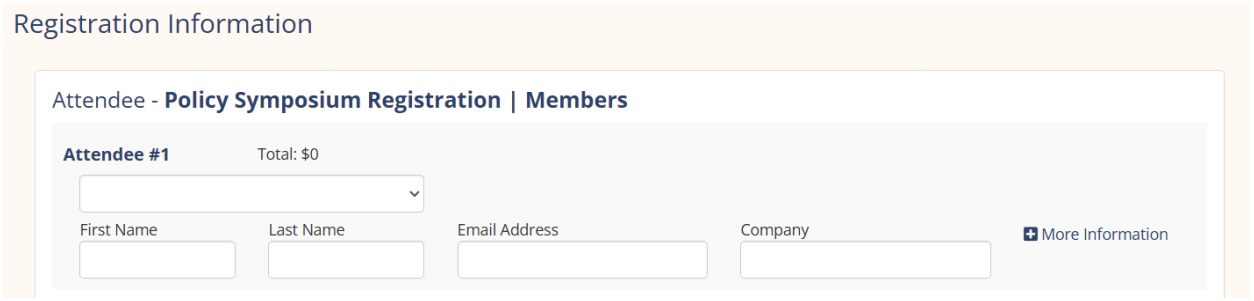
HOW TO UPDATE EVENT REGISTRATION

Only the individual who completed the registration can make updates.

1. Log in to your CalCSA account
   - Go to California Child Support Association- CalCSA
   - Click on Log in on the top right
2. In the Info Hub, click **Events** in the left hand navigation.
3. Locate and click the event that you wish to update.
4. On the event page, update or cancel registration.



   - Click **Update Registration** to make any changes to the existing registrations.
   - Click **Cancel Registration** if you no longer want to attend.
     - Please read the cancellation and refund policy for each event before cancelling.
     - Reach out to administrative@calcsa.org if you have any questions.
5. The event registration page will be displayed.



6. Update the registration as desired. You can update the names of registrants and custom fields. If the invoice has not been paid, the member can also adjust the registration types they have purchased.

7. If needed, enter Payment Information.
8. Click **Submit**.