

Registration

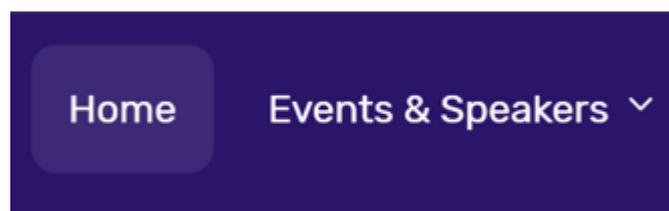
This is the initial registration process to the platform

- Go the registration website: [Home - Dive In Festival 2023 \(cvent.com\)](https://cvent.com)
 - Select the '**Register Now**' button
 - Once you've entered your personal information and additional details **select 'Submit'**
 - You will then receive a confirmation email with a link to access the **Attendee Hub**
 - Once you have this you do NOT have to return to the registration site unless you wish to **modify** or **cancel** your registration

Attendee Hub

Visit the [Attendee Hub](#) to sign up for events and watch them live.

- 1) Enter your **details** on the attendee hub.
- 2) You will receive a **verification code** by email or mobile no. (it will be easier to enter your phone number for this process)
- 3) Enter a **verification code** to access the Attendee Hub
 - Select Events & Speakers at the top of the page



- This will generate a drop down menu, then choose **All Events**

- Use **filters** (date, time, country, etc.) to choose the events that are of interest to you
- Select the **event title** to learn more about it, sign up and add to calendar.



Please Note: You **will not** receive a confirmation email, however you can see your personal agenda in the CALENDAR icon at the top right hand corner on the Attendee Hub



To join your event

- 1) Go to the [Attendee Hub](#)
- 2) When it is time for your event to start you will see a **'Join now'** button on the home page
- 3) Select **'Join now'** button to join the event

Top Tips

- Submit your **mobile number** in the registration page to avoid any delay receiving your verification codes by email
- **Clear your cache** or try a different browser if you are having any issues accessing the Attendee Hub

- A day before the festival you will receive a reminder for your events
- Keep the Attendee Hub **open** as a tab for easier access
- Become familiar with the **Attendee Hub** the day before the festival

If you experience any further issues, please reach out to the Dive In Team (diveinfestival@lloyds.com)