

How to Change your Family Weekend Registration in Cvent

1. Find your confirmation number in your confirmation email.

When you registered, you received a confirmation email containing information about your registration and a confirmation number.

If you did not receive the confirmation email, and there is no other email address you could have used, email familyweekend@wfu.edu and we will resend your confirmation.

Dear Joe,

Thank you for registering for Family Weekend! Please save this email and bring a copy, either printed or on a mobile device, to check in at the Benson University Center on October 2-3. As the weekend draws closer, we'll be back in touch with reminders and updates about the weekend.

To make changes to your existing reservation using the confirmation number below, [Click here](#). *

Confirmation Number: CZN424WNJDW



Orders may be modified until September 25, 2026 and are fully refundable until September 2, 2026. Purchases canceled after September 2, 2026 are not refundable.

Questions about your registration? Contact us at familyweekend@wfu.edu.

2. Highlight the confirmation number, then right click and copy it.

Dear Joe,

Thank you for registering for Family Weekend! Please save this email and bring a copy, either printed or on a mobile device, to check in at the Benson University Center on : October 2-3. As the weekend draws closer, we'll be back in touch with reminders and updates about the weekend.

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3. Click the link just above the confirmation number to return to Cvent.

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Thank you for registering for Family Weekend! Please save this email and bring a copy, either printed or on a mobile device, to check in at the Benson University Center on October 2-3. As the weekend draws closer, we'll be back in touch with reminders and updates about the weekend.

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4. Right click to paste your confirmation number into the field.

Enter the email address you used to register for the event, along with the confirmation number you received.

* Email Address

* Confirmation Number

[Forgot your confirmation number?](#)

Log in



5. Your first stop is the Confirmation Screen for your order. Click the “Modify Registration” button at the bottom of the screen. (Or, if you need to cancel your registration completely, click “Cancel Registration.”)



6. Now you will find yourself back at the beginning of the registration process.

Most families won't need to make any changes on the first two screens*, so just click "Next" to keep going to the screen where you purchased items.

**The email confirmation field will prompt you to confirm your email address.*

Create an Account

Your account should be listed under the name and email address of a family member who will be attending Family Weekend. In addition, the registration email address will be used for mobile football ticket delivery, so be sure to use an email you can access on your mobile device.

* First Name
Deac

* Last Name
Family

* Email Address
deac@deacfamily.net

* What is your student's name? If more than one student, list all, separated by commas.
Deac the Younger

* Besides yourself and your student(s), how many people will be in your party? If none, enter a "0".
3

Cancel Next

Keep clicking!

* Is this your first Family Weekend?

☒ Yes
☐ No

Previous Cancel Next

Keep clicking!

7. To add or remove items from the “Add Badges and Purchase Items” screen, simply adjust the quantity numbers. Click “Next” to continue.

- **Cancel** items by reducing the number of tickets purchased.
- **Add** items by increasing the number to the desired amount.

Farewell Brunch: 10:00-11:00 a.m.

\$40.00 each

10:00-11:00 a.m.
Benson 401

Join us for a delicious brunch as we conclude the weekend. Arrive anytime between 10:00 a.m. and 11:00 a.m. to enjoy this buffet meal.

This ticketed meal is available for purchase with Family Registration. Students will need a ticket to participate, and children under the age of five may dine at no charge when accompanied by a ticketed family member.

Number
originally
purchased

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Now
changed to
2 tickets

8. Review your registration items and click “Next” to continue.

Deacon Family

sofo@wfu.edu

[Edit](#)

Item	Price
Registration Fee	
Family Registration	\$50.00

Item	Qty	Amount
Tickets/Tees		
Farewell Brunch:	2	\$80.00
Small Short Sleeved Tee	2	\$50.00
Medium Short Sleeved Tee	2	\$50.00

9. Your refunds and/or payments due will be summarized.

Items cancelled prior to midnight on September 2, are eligible for a refund.* On the final page, refunds due will be summarized first, and any payments due for new items will be summarized next, followed by the credit card payment form.

Our system is not configured to transfer payments from cancelled items to added items. If this presents a problem for you, just email familyweekend@wfu.edu so we can help.

Finally, click **SUBMIT** to complete the process!

You will receive an updated confirmation email, but your confirmation number will not change.

* [Here is our refund policy.](#)

Item	Amount	Quantity	Total
Tickets/Tees			
Farewell Brunch: First Seating	\$40.00	2	\$80.00
Subtotal			\$80.00
Refund Total			\$80.00

Previous

Cancel

Submit

Don't forget to click submit!!