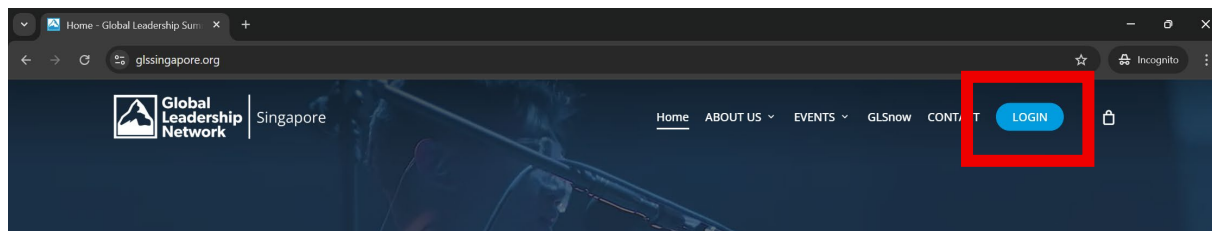


Global Leadership Summit Singapore

Guide to Update Your Registration Details

1. Go to our GLS Singapore website: <https://glssingapore.org/>
2. Click the **LOGIN** button.



3. Key in your **email** and your **password**. Note that the email refers to the email you use to register. If you cannot remember your password, you may reset it by clicking the **Lost your password?**

Login

Username or email address *

Password *

☐ Remember me

LOG IN

[Lost your password?](#)

4. From the dashboard, click **Order** and choose the **Order No** you want to edit.

Dashboard	Order	Date	Status	Total	Actions
Orders	#15003	February 17, 2025	Completed	\$0.00 for 8 items	View
License keys					
Downloads					
Addresses					
Payment methods					
Account details					
Log out					

5. In your order, scroll down until you find the sentence **Click Here to Update your Attendees Info!** Click this, and it will lead you to the edit page.

You may update the attendees' information two weeks (14 days) prior to the start of the event by login to Global Leadership Network Singapore.

[Click Here to Update your Attendees Info!](#)

6. You will see a list of all your attendees. Click **+View attendee info**.

Event Tickets

Attendee 1

GLS Singapore 2024 English - Group

[PDF ticket](#)



[+ View attendee info](#)

7. You may update the details and tick the **re-send ticket email** button if you wish the attendee to receive the ticket.

- Hide attendee info

Name

Optional

Email

Optional

☒ Re-send ticket email

Mobile Number

6512345678

Organisation

|

8. Once completed, you can scroll right down the page and click the **UPDATE TICKETS**.

UPDATE TICKETS

9. If you need further assistance, you may contact us through WhatsApp.