How to edit a registration

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In the event that a member of your organization had filled incorrect information on their registration, you can update the registration with the the following steps:

1. Click **Events** or the **Calendar** icon on the left menu.
2. Click **Manage** on the event you would like to edit the registrations for.
3. At the top of the event, click **Orders**.
4. In the list of orders, click the **dropdown arrow** on the right on the same line for the registration you want to edit, and then click **Edit Info** in the dropdown options.
5. On the Edit Registration page, you will have these options to edit the registration:
    - **Buyer Info** - Use this section to update the Buyer's information.
        - **Ticket Buyer Name** - The first and last name of the buyer.
        - **Email** - Email address for the buyer.
        - **Order Form Questions** - You can update the answers for any **Order Questions**. Learn more about creating order questions for events.
    - **Ticket #** - Use this section to update each Ticket Holder's information.
        - **Name** - The first and last name of the ticket holder.
        - **Email** - Email address for the ticket holder.
        - **Attendee Form Questions** - You will be able to update the answers for any **Attendee Questions**. Learn more about creating attendee questions for events.
6. Click **Save** to save the updates or **Cancel** to cancel the updates to the registration.

Related Content

- How to register a member for an event