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How to edit a registration

Omar S. - 2023-08-09 - Events

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. <u>Learn more about creating attendee</u> <u>questions for events</u>.
- 6. Click **Save** to save the updates or **Cancel** to cancel the updates to the registration.

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