

How to delete a participant

There is a different process for deleting a participant from a campaign, depending on the type of participant they are.

Delete a Donor

To delete a donor, you will first need to delete and refund their donation record from the admin. Once that's done, locate the desired participant under People > Contacts, and click "Delete" in the top left corner.

Delete a Registrant

If the registrant is also a donor, the donation must be deleted and refunded before they can be deleted; see above.

Otherwise, locate the desired registrant under People > Registrants, and click "Delete" in the top right corner of the registrant window. Please note: when double-clicking a registrant, you may need to scroll right to reveal the "Delete" button in the ensuing window.

The screenshot displays a web application interface. On the left is a navigation sidebar with categories: Home, Donations, People (with sub-items: Contacts, Donors, Registrants, Teams), Admin Users, Email, Settings, Registration Fields, Discount Codes, Site Content, Ticket Builder (Beta), Form Fields (Beta), Reports, and On-Site. The main content area shows a table of contacts with columns for First Name and Last Name. The first row is selected and highlighted in blue, showing 'John Doe'. Above the table are buttons for 'Add', 'Upload CSV', and 'Generate Excel'. On the right, a modal window titled 'Contact: John Doe' is open. It contains an 'Edit' button and a 'Delete' button, with a red arrow pointing to the 'Delete' button. Below the buttons are input fields for: First Name (John), Last Name (Doe), Company Name, Email, Country, Address, Address 2, City, State, Zip, Phone Number, Comment, and Member (optional). A 'Save' button is at the bottom of the modal. At the very bottom of the page is a 'Quicklinks' section.

Home | Register | Upload Registrations | Bulk Edit

Donations

First Name	Last Name
<input checked="" type="checkbox"/> Pooja	Pawaraa

People

- Contacts
- Donors
- Registrants
- Teams

Admin Users

- Email
- Settings
- Registration Fields
- Discount Codes
- Site Content
- Ticket Builder (Beta)
- Form Fields (Beta)
- Reports
- On-Site

Registrant: Pooja Pawaraa

Edit | Recent Activity | Recent Email Activity | Record Donation | Delete

Contact Info

User ID: 370395

First Name: Pooja [Edit Contact Info](#)

Last Name: Pawaraa

Email: pooja@rallybound.com

Registration Info

Registered On: 09/21/2015 04:18 pm

Registration Type: Virtual

Registration Fees: \$0.00

Additional Registration Selections

test:

test - 3:

asd:

FundID:

Another field:

test 4:

T-Shirt Size:

asd:

Energizer Kit:

Save

Quicklinks