

How to add or edit registrants (instructions for administrators)

Administrators can register new registrants through the admin panel. To add new registrants, follow these steps:

To add a registrant

1. In to your admin panel, click "People" and then "Registrants" in the left sidebar
2. Click the "Register" button at the top of the window
3. Enter contact information
4. Select whether the user will manage their own account or be managed by an existing user.
5. Select a user type for the new user
 - Basic Account: Just an account, not attending an event, not fundraising
 - Attendee: Attending event
 - Fundraiser: Has fundraising page
6. Enter registration and/or fundraising information
7. Optional: Add a donation to be associated with the new registrant
8. Click "Register"

To edit registrants

1. Locate and open the desired record
2. Click "Edit" in the top left
3. Edit details as listed above

