

# 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 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. If the latter, choose the user to manage the new registrant's account.
5. Add roles and role details for the user
6. A fee can be charged in association with each role. Add a fee in the "Charge registration fee" field.
7. [For non-Role Registration campaigns, 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]
8. Optional: Add a donation to be associated with the new registrant
9. 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 (registration fees cannot be charged to existing registrants)

The screenshot shows a 'New Registration' form with the following fields and values:

- Contact Info:** First Name: John, Last Name: Doe, Address 1: 123 Main St, City: Los Angeles, State: CA, Zip: 90003, Country: UNITED STATES
- Account Info:** Account Info: New Member, Email: [empty]
- Fundraising Tools:** Fundraising Tools: [checked], Donor: \$200.00, Custom URL: [empty], Campaign Name: [empty], Page Access: Public
- Any information we need to know:** [empty text area], Registration Type: Attendee

Buttons at the bottom: Register, Register & New