

How to update a registrant's email address

Administrators can change the email address of an existing registrant through their contact record. To do so, follow these steps:

1. Log in to the Admin at admin.rallybound.com
2. Option 1: Navigate:
 - a. Navigate to the campaign on which the relevant user is registered
 - b. Click the "People" tab
 - c. Click "Contacts" in the left sidebar
 - d. Locate the registrant's contact record and double click to open
3. Option 2: Search:
 - a. Search for the registrant in the global search
 - b. Click search result
 - c. In the ensuing registrant record, click "Edit Contact Info"
4. Click "Edit"
5. Update the email address and click Save