

Editing Participant Information

From your event page, choose 'Participants' on the left side of the page.

The screenshot shows the 'Race IT Demo 5k' event page. On the left is a navigation menu with 'Event Settings' (Event Details, Registration, Event Pricing, Form Designer, + Advanced Settings) and 'Event Registrations' (Participants, Team Manager, Add Participants, Email Participants, Other Forms, Results, Import Participants). A red arrow points to 'Participants' in the 'Event Registrations' section. The main content area features the event logo, a red 'Update Logo' button, and event details: START: 5/15/2015 12:00 P, REGISTRATION DATES: 9/12/2014 1:59 PT, and REGISTRATION STATUS: Disabled (in a red button). There are 'EDIT' and 'PREVIEW' buttons. Below is a 'Do you use Social Media?' section with 'Share on Facebook' and 'Share on Twitter' buttons.

Enter the first and last name of the participant for which you are searching. The confirmation number or email address can also be used to search.

Display the following data: [Registration Download](#) [Team Manager](#)

Search Options

First Name: Last Name:

Confirmation Number: Email Address: [Search](#)

Transaction Date (EST): to [Clear Form](#)

Once the participant is found, select 'Edit' on the left.

Registrations 1 - 50 for: Race IT Demo 5k. [Export](#)

	<u>Date (EST)</u>	<u>Category</u>	<u>Last</u>	<u>First</u>	<u>Contact Info</u>	<u>Confirmation # / DOB</u>	<u>Team name</u>
Edit View Delete	9/15/2014 11:17 AM	Individual	Testing	Tester	test@raceit.com 555-555-5555	ZUBTPS8G53E 5/5/1955	

Enter the correct information into the corresponding field.

*For drop down menus make sure to click out of the menu before you proceed to insure that the correct selection remains selected. This is especially important if using the 'Tab' key to move through the registration form.

Once all of the changes have been made, be sure to select 'Save' at the bottom of the registration form.

* Email Address	<input type="text" value="test@raceit.com"/>
* Phone Number	<input type="text" value="555-555-5555"/> <small>(Example: 800-555-1212)</small>
* Birthdate	<input type="text" value="5/5/1955"/> <small>(Example: M/d/yyyy)</small>
* Gender	<input checked="" type="radio"/> Female <input type="radio"/> Male
* Category	<input checked="" type="radio"/> Individual <input type="radio"/> Team
* T-shirt:	<input type="text"/> <input type="button" value="v"/>

If all mandatory fields have not been completed, you will receive this message:

! Important
Highlighted orange fields are mandatory.

[Resend Confirmation](#)

Complete the orange fields and select 'Save' again.

Once all of the changes have been saved you will get a message confirming everything has been saved.

Important
Saved!

[Resend Confirmation](#)

Resending a Confirmation

After your changes have been saved, you will have the option of resending the confirmation to the participant. Select 'Resend Confirmation' under the saved message and then 'Send'.

Important
Saved!

[Resend Confirmation](#)

test@raceit.com

Send Participant Confirmation E-mail

Send Organization Confirmation E-mail

Send