

# Set up Event Registration Preferences

Under Event Registration Preferences, you can select what information you want to require from individuals when they register for events.

By default, individuals are required to enter their name and e-mail address when registering. You have the option to only require individuals to enter their address and phone number. To save any changes you make to Event Registration Preferences, click **Save**.

## To set up event registration preferences

1. In Access ACS, click **Admin > Options**.
2. On the Global Preferences tab, under Event Registration Preferences, select **Allow registrants to only enter their name and e-mail** or **Require registrants to enter their address and phone information**.

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