Registrations

The Registrations page lets you view an event's registrants along with the e-mail addresses used to register. All e-mail addresses associated with the registration display.

You can find events by month, campus, or department.

To view a list of registrants for an event

1. Point to **Events**, then click **Registrations**.
2. Select an event name from the drop-down list. To locate your event with a filter, click **Filter Events**. Then, you can select your event's month, campus, or department to easily locate it. You can also drill down to locate all, past, future, or canceled events.
3. A list of all the registrations for the event displays. To filter registrations, use the options on the left.

You can also access the Registrations page from within the Events Setup Expert at any time by clicking the **Registrations** tab.

You can use any of the options located on the left side of the page to filter which registrants display. You can select to filter using only one option, such as Status, or mix and match the options to display, such as selecting to filter by Date Registered and Sub-Events.

As you make selections, the registrants information displayed updates automatically. To reset the selections, click **Clear All** at the bottom of the filters section.

Available Filter Options

Status — Lets you select to display only registrants who meet the status requirement(s) you select. You can select one or all of the available options.

Date Registered — Lets you select to display only registrants who registered on the current day, or within a date range. When you select to filter by

Date Range, you can enter the date in the available fields in a MM/DD/YYYY format or to select the dates from a calendar, click beside each field.

Date Canceled — Lets you select to display only registrants who canceled their registrations on the current day, or within a date range. When you

select to filter by Date Range, you can enter the date in the available fields in a MM/DD/YYYY format or to select the dates from a calendar, click beside each field.

Guest — Lets you select to display only the Guests registered for the event. Guests can be named or unnamed. The name of the member the Guest is registered under displays along with the Guest information.

Registration Periods — Displays the different registration periods for the event. If available, you can select more than one registration period to filter by.

Sub-Events — This section only displays if the event you selected has sub-events. If available, you can select to display registrants by the sub-events they registered for.

Related Topics
- Copy Event Registrants to Class Rosters or Groups
- Export Individuals from an Event Registration Roster
- E-mail Event Registrants