


Delete Event Registrations

Deleting a registration permanently removes the registration from the event, and the registrant is not notified via e-mail. For example, you could use this to clean up your data if someone accidentally registers for an event twice or if a staff member enters a registration by mistake.

Administrators can delete registrations if no online payments were made. If the **Payment Status** is **Refund Due**, you cannot delete the registration until the refund has been processed.

Deleting a registration cannot be reversed.

To delete a registration

1. Point to **Events**, then click **Events Setup**.
2. In the list of events, click the **Seats Sold** value for the event.
3. For the registration you want to delete, click .
4. When the confirmation message displays, click **OK**.

Related Topics

- [Process Refunds](#)
- [Cancel Event Registrations](#)
- [Manage Event Registrants](#)