


# View Event Registration Transactions

Use the Transactions tab to search for and view event registration transaction information for specific dates or events.

## To view event registration transactions

1. Point to **Reports**, then click **Event Reports**.
2. Click the **Transactions** tab.
3. Enter a **Start Date** and **End Date**. To select the dates from a calendar, click  for each field.
4. Select an **Event**.
5. If necessary, select to **Include Online Payments**.
6. Click **Go**.

## Related Topics

- [Event Reports](#)
- [Add and Edit Custom Reports](#)