ClubRunner

How to edit a Cloud Event registration

Michael C. - 2024-07-30 - Events & Calendar

In the event that a member of your organization had filled incorrect information on their registration, you can update the registration with the following steps:

1. To access **Cloud Events**, you must go to your website's homepage and log in. [For more information on how to login, click here.](#)

2. After logging in and navigation to the **Member Area**, you will see several tabs along the top of the screen. Click on the **Events** tab, and then click on **Cloud Events.**

3. Click **Manage** on the event you would like to edit the registrations for.
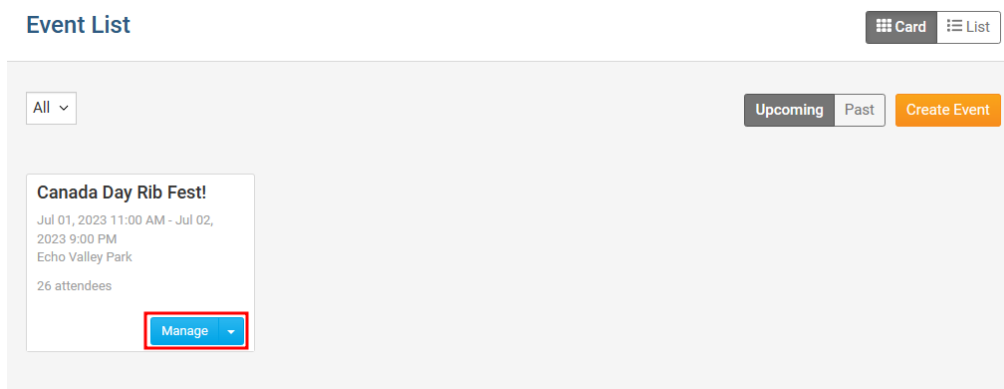
4. At the top of the event, click **Orders**.
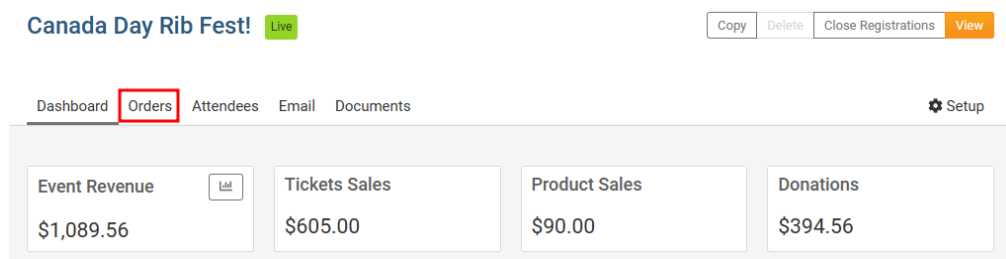
5. In the list of orders, click the **down arrow** on the right for the registration to edit. Click **Edit Info** in the dropdown options.

6. On the Edit Registration page, you will have these options to edit the registration:

   - **Buyer Info** - Use this section to update the Buyer's information.

     - **Ticket Buyer Name** - The first and last name of the buyer.

     - **Email** - Email address for the buyer.

     - **Order Form Questions** - You can update the answers for any **Order Questions**. Learn more about creating order questions for events.

   - **Ticket #** - Use this section to update each Ticket Holder's information.

     - **Name** - The first and last name of the ticket holder.

     - **Email** - Email address for the ticket holder.

     - **Attendee Form Questions** - You will be able to enter new answers for any **Attendee Questions**. Learn more about creating attendee questions for events.

7. Click **Save** to save the updates or **Cancel** to cancel the updates to the registration.

Edit Registration

Order Summary

1 x Ribfest Family Pack	$20.00
Donation	$33.70
Subtotal	$53.70
Total	**$53.70**

Buyer Info

Ticket Buyer Name * Westley   Turney

Email * Westley.Turney@sink.sendgrid.net

Ticket #1 - Ribfest Family Pack ($20.00)

Name Westley   Turney

Email Westley.Turney@sink.sendgrid.net

Guest 1 Name Ludvig Olle

Guest 2 Name Olin Face

Guest 3 Name Marrilee Gianasi

Guest 4 Name Germain Tillard

Cancel **Save**

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