

ClubRunner

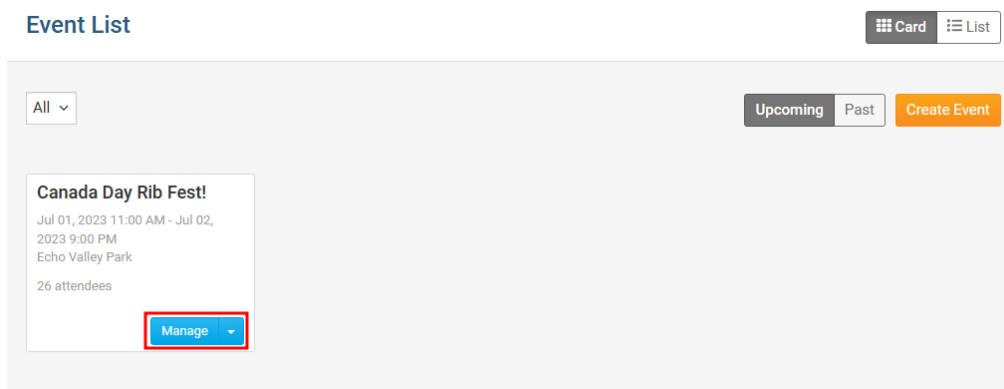
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How to edit a Cloud Event registration

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

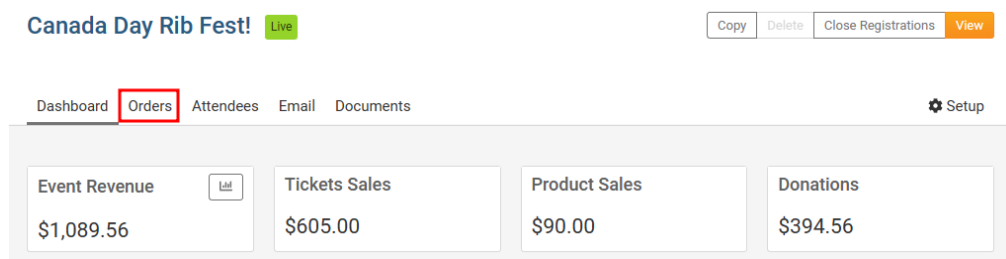
In the event that a member of your organization had filled incorrect information on their registration, you can update the registration with the following steps:

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.



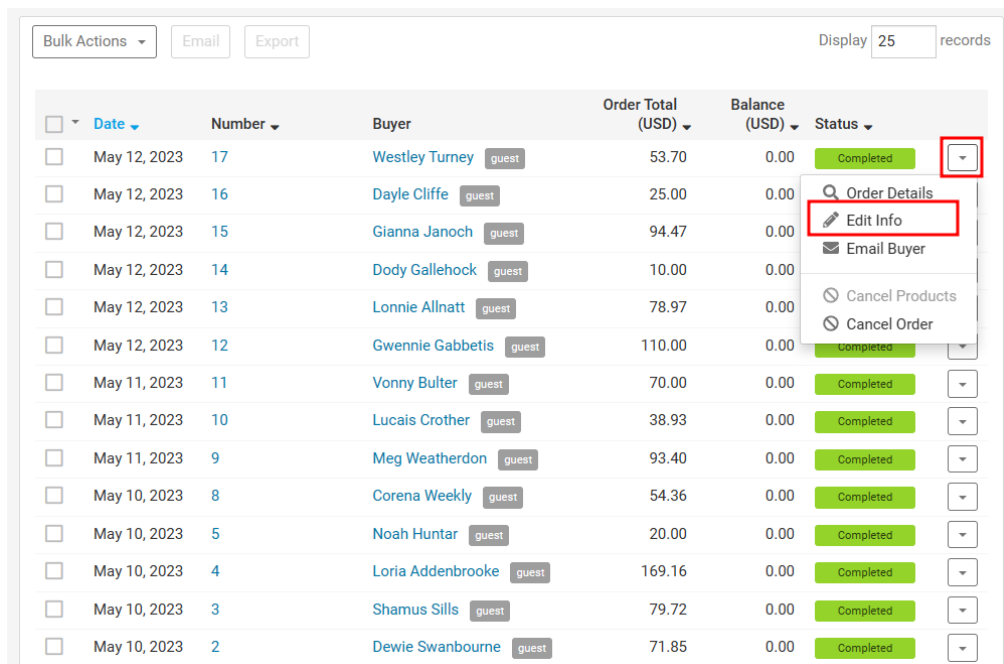
The screenshot shows the 'Event List' interface. At the top right, there are 'Card' and 'List' view toggles. Below this, there are filters for 'All' (with a dropdown arrow), 'Upcoming', 'Past', and a 'Create Event' button. The main content area displays a card for the event 'Canada Day Rib Fest!'. The card includes the dates 'Jul 01, 2023 11:00 AM - Jul 02, 2023 9:00 PM', the location 'Echo Valley Park', and '26 attendees'. A blue 'Manage' button with a dropdown arrow is located at the bottom right of the card and is highlighted with a red box.

4. At the top of the event, click **Orders**.



The screenshot shows the event details page for 'Canada Day Rib Fest!'. At the top right, there are buttons for 'Copy', 'Delete', 'Close Registrations', and 'View'. Below this, there are navigation tabs: 'Dashboard', 'Orders' (highlighted with a red box), 'Attendees', 'Email', and 'Documents'. A 'Setup' gear icon is located at the top right. The main content area displays four summary cards: 'Event Revenue' (\$1,089.56), 'Tickets Sales' (\$605.00), 'Product Sales' (\$90.00), and 'Donations' (\$394.56).

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.



The screenshot shows a table of orders with columns: Date, Number, Buyer, Order Total (USD), Balance (USD), and Status. The first row is selected, and a dropdown menu is open, showing options: Order Details, Edit Info, Email Buyer, Cancel Products, and Cancel Order. The 'Edit Info' option is highlighted with a red box.

Date	Number	Buyer	Order Total (USD)	Balance (USD)	Status
May 12, 2023	17	Westley Turney <small>guest</small>	53.70	0.00	Completed
May 12, 2023	16	Dayle Cliffe <small>guest</small>	25.00	0.00	
May 12, 2023	15	Gianna Janoch <small>guest</small>	94.47	0.00	
May 12, 2023	14	Dody Gallehock <small>guest</small>	10.00	0.00	
May 12, 2023	13	Lonnie Allnatt <small>guest</small>	78.97	0.00	
May 12, 2023	12	Gwennie Gabbetis <small>guest</small>	110.00	0.00	Completed
May 11, 2023	11	Vonny Bulter <small>guest</small>	70.00	0.00	Completed
May 11, 2023	10	Lucais Crother <small>guest</small>	38.93	0.00	Completed
May 11, 2023	9	Meg Weatherdon <small>guest</small>	93.40	0.00	Completed
May 10, 2023	8	Corena Weekly <small>guest</small>	54.36	0.00	Completed
May 10, 2023	5	Noah Hunter <small>guest</small>	20.00	0.00	Completed
May 10, 2023	4	Loria Addenbrooke <small>guest</small>	169.16	0.00	Completed
May 10, 2023	3	Shamus Sills <small>guest</small>	79.72	0.00	Completed
May 10, 2023	2	Dewie Swanbourne <small>guest</small>	71.85	0.00	Completed

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 *
Email *

Ticket #1 - Ribfest Family Pack (\$20.00)

Name
Email
Guest 1 Name
Guest 2 Name
Guest 3 Name
Guest 4 Name

Cancel

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- [How to setup Cloud Event questionnaires](#)
- [How to update a Cloud Event's settings](#)
- [How to copy a Cloud Event](#)
- [How to create a Cloud Event](#)