

# ClubRunner

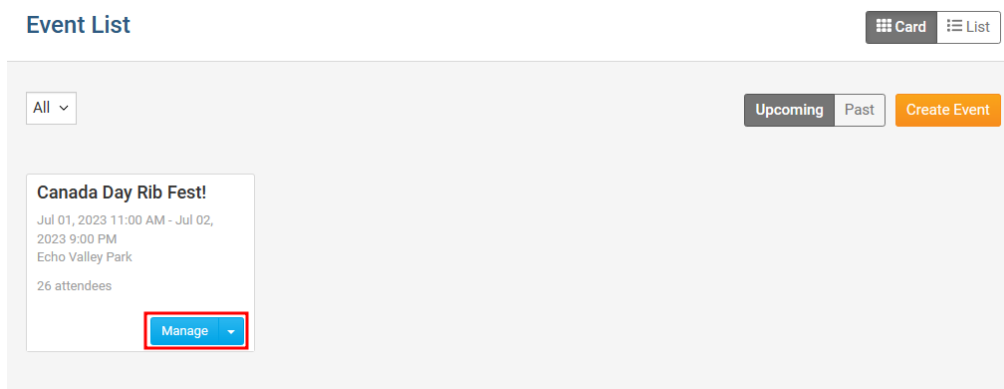
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## How to edit a Cloud Event registration

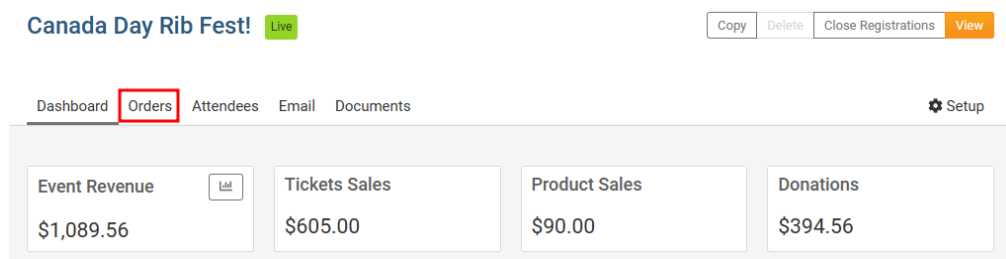
Michael C. - 2024-07-30 - Events & Calendar

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.



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



- 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 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 (highlighted), Email Buyer, Cancel Products, and Cancel Order.

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

- 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.
- 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

Save

### Related Content

- [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](#)