# Eventact

## Editing Registrants

### Step 1 - Opening the registrant profile

The registrant's profile allows us to see and make changes to his contact details and form submission.
To open the profile, in the registrant's view, right-click on the registrant you want to edit and choose **"Edit"**, or click on the first icon to the left – the pencil icon at the end of the line.

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## Step 2 - Options in the registrant profile

In the profile, we can see on the left side a few tabs.



These tabs are the pages in the form the registrant has filled out.
The first tab (Contact) and the last (Summary/Office) don't appear as pages in the registration form, and can only be accessed from the conference office.

The other tabs, such as "Details Personal" for example, present the information the registrant filled in them. Each of these tabs represents a page in the form, so if you have for example 8 pages in the form you will see 8 tabs in the profile (not including the contact/office pages).

In these tabs, we can see and change the information the registrant gave. When we're done, we'll click **"OK"**.