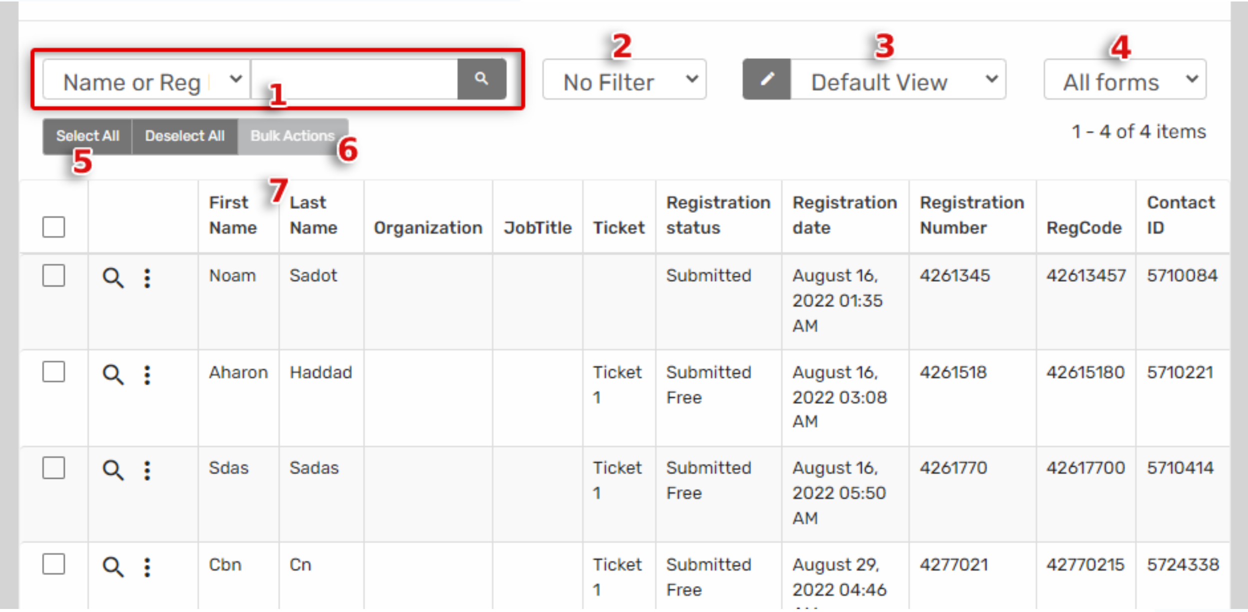
Eventact

Registrants view

To enter the registrant's view, click on "Registrants" in the registration module toolbar.

This is the main page for attendees' management in the event. On this page we can see the information of each of our registrants, as well as perform actions such as charges, sending mail messages, and sending SMS messages to our registrants.



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1. The search box - on the left the field to search by is selected, and on the right the content to search for.

2. Predefined filters - In addition to the custom filters you can do to the reports, the system has a list of predefined filters to choose from. For example, paid registrants, registrants with payment problems, approved registrants, and more.

3. Active report's name - The name of the active report. Reports can be added and edited on the "Reports" page. (View guide).

4. The presented form - you can present registrants from all forms or a specific one.

5. Select multiple registrants - select all the registrants presented by clicking "Select all" or specific registrants by marking the checkbox to the left.

6. Bulk actions - when multiple registrants are selected, click on this button to perform actions on all of them.

7. The registrant's table - each row in the table is a registrant.

8. Edit button - click this button to edit the information the registrant filled in the form.

9. View button - shows a detailed summary of this registrant's information.

10. Delete button - deletes the registrant. registrants who already paid can not be deleted.

Additionally, certain actions can be performed on a single registrant by right-clicking him