

How to register a participant for an event

Last Modified on 08/15/2026 10:19 pm EDT

Participants (also called attendees or registrants) are the people attending or taking part in an event.

Steps to register a participant

1. Open the event record.
2. Go to the **Registrations, Participants, Attendees**, or similar section.
3. Click **Add Registration, Register Contact**, or **Add Participant**.
4. Search for the existing contact. If the person does not exist, create a new contact first.
5. Complete any additional registration fields used by your organization, such as:
 - Ticket type or registration type
 - Number of guests
 - Dietary needs or accessibility requests
 - Payment status or amount paid
 - Notes
6. Save the registration.

You can also start from a contact record and register that person for an upcoming event.

Tip: Encourage early registration so you have accurate counts for planning food, materials, and staffing.
