How to view and manage event participants

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

Once people begin registering, you will need to view and manage the participant list.

Viewing participants

1. Open the event record.
2. Go to the **Participants**, **Registrations**, or **Attendees** section.
3. You should see a list of everyone registered, often with status, ticket type, and contact information.

Common management tasks

- Update a participant's registration details (ticket type, notes, dietary needs)
- Mark a registration as cancelled or transferred
- Export the participant list for name tags, check-in sheets, or mail merges
- Add walk-in participants on the day of the event

Filters and search

Use search or filters within the participant list to find a specific person quickly, especially for larger events.

Keeping the participant list accurate helps with day-of logistics and post-event follow-up.