

How do I find a list of entrants that have registered to an event?

Last Modified on 30/01/2024 10:22 am AEDT

As an event manager, you can keep track of the participants that have registered for a specific event by following the steps below:

1. In the left-hand menu, click **Events** > **MANAGE EVENTS**



2. Find the relevant event, then click the **ACTIONS** arrow

Events	Help								
Events	Event	Templates	Shared Event Te	mplates Ever	nt Participant ID Manageme	nt Event	Display Template	ECAL Widgets	>
Create	e New Event	Create New Ever	nt from Template		All Event Type	a 🔻 🖌 All Categ	ories 🔻 🖌	ive 🔹 🔍 Type to search	¢
Event N	lame 🗢	Event Type	Event Category	Event Date(s) 🗢	Venue	# Products	Event Status	Registrations	Action(s)
Gamed Games	ay FC - Home 2023	Ticketing	Sport	5 Aug 2022 12:00 am 2023 12:00 am (AEST	(AEST) - 30 Sep 7)	46	Active	Live (21 May 2022 12:00 a (AEST) - 10 May 2024 12:00 am (AEST))	Edit 🗸

3. Click **VIEW**

rents Help								
Events Even	t Templates	Shared Event Te	mplates Event Participant II) Management	Event [Display Template	ECAL Widgets	>
Create New Event	Create New Ever	nt from Template	A	I Event Types	 All Catego 	ories 🔻 🗛	tive 🔻 🔍 Type	View
Event Name 🗢	Event Type	Event Category	Event Date(s) 🗢	Venue	# Products	Event Status	Registrations	Open Event URL
Gameday FC - Home Games 2023	Ticketing	Sport	5 Aug 2022 12:00 am (AEST) - 30 Se 2023 12:00 am (AEST)	p	46	Active	Live (21 May 2 (AEST) - 10 May 2024 1 (AEST))	Generate Event OR Code Open Registration Form URL
GameDay Athletics Carnival	Event Entry	Sport	24 Feb 2024 09:00 am (AEDT) - 24 Feb 2024 12:03 pm (AEDT)	GameDay HQ	3	Active	Live (1 Jul 202 (AEST) - 25 Dec 2031 12 (AEDT))	Copy Registration Form URL Generate Registration OR Code Export Participant Data to CSV

4. Click the **PARTICIPANTS BY PRODUCT** tab

← Back Gameday FC Active	- Home Games 202	23	
Overview	Participants by Produc	t Participants by Add-on Produ	uct Attendance Tracking
	Event ID Event Na Event Ty Event Tir Start Dat	Details NA94 ne Gameday FC - Home re Ticketing nezone Australia/Melbourne a/Time August 5th 2022, 12:	Games 2023 , 00 am (AEST)
	End Date	Time September 30th 202	3, 12:00 am (AEST)

This list will display each entrant who has registered for the event so far.

Note: Some entrants may appear in this list twice, as it is designed to show one record for each product purchased. In other words, if an entrant purchases two

products through the event registration, they will appear in this list twice

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