



How do I view an entrant's Event Participant ID?

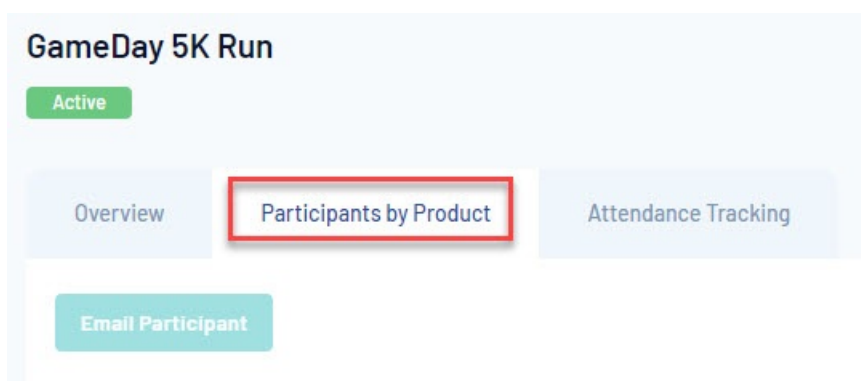
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Admins can view the event participant IDs entrants received once registered via viewing the participant list for the event.

1. Click the arrow against **EVENTS** > click on **MANAGE EVENTS**.
2. Click on the **drop down arrow** against the relevant event.
3. Click **VIEW**.

You will then be taken to the event detail page for the event.

4. Click on **PARTICIPANTS BY PRODUCT** to view the entrants currently registered to the event.



This will list the generic information related to the entrants now registered to this event. You will see the EVENT PARTICIPANT ID field showing the ID that was created for the entrant.

Email Participant

Select Product

All

<input type="checkbox"/>	Event Participant ID	Name	Gender	Birthdate	Email	Event Product	Quantity	Orderer Email	Order
<input type="checkbox"/>	lifelong61national	Pod One	Male	11/11/1992		Main Product B	1		10 No

NOTE: once these event participant IDs have been generated, they cannot be edited or viewed anywhere else.

Related Articles

