

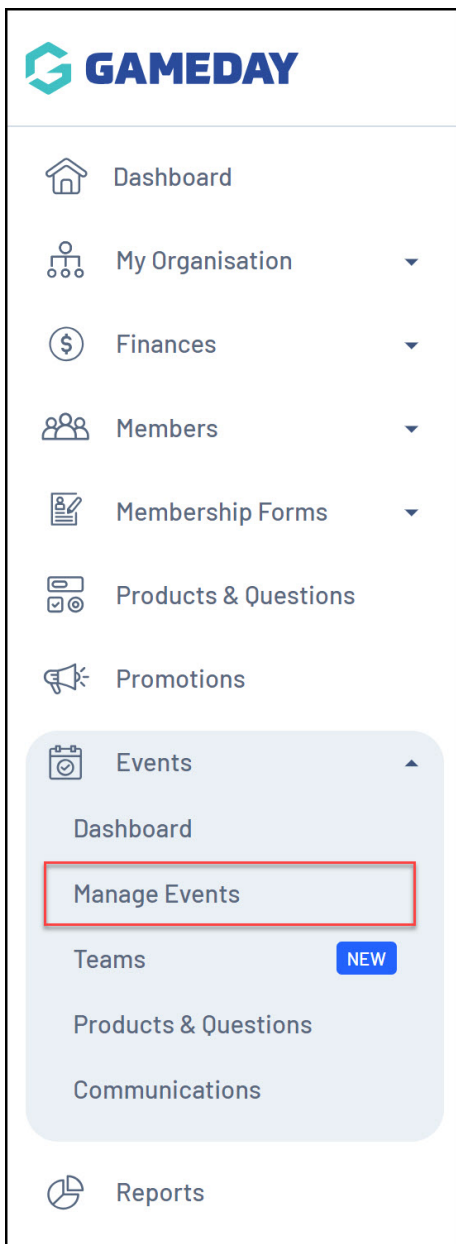


How do I view an entrant's Event Participant ID?

Last Modified on 09/04/2024 3:51 pm AEST

Administrators can view the Event Participant IDs entrants are assigned upon registration through the steps below:

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



2. Click on the **Actions** arrow next to the relevant event

Events

Events | Event Templates | Event Participant ID Management | Event Display Template | ECAL Widgets

Create New Event | Create New Event from Template

All Event Types | All Categories | Active | awards

Event Name	Event Type	Event Category	Event Date(s)	Venue	# Products	Event Status	Registrations	Action(s)
Awards Night 2024	Ticketing	Charity & Fundraiser	28 Dec 2024 06:00 pm (AEDT) - 28 Dec 2024 10:00 pm (AEDT)	GameDay HQ	2	Active	Live (1 Feb 2024 12:00 am (AEDT) - 18 Feb 2024 12:00 am (AEDT))	Edit

Show 5 | Showing rows 1-1 of 1

3. Click **VIEW**

Events

Events | Event Templates | Event Participant ID Management | Event Display Template | ECAL Widgets

Create New Event | Create New Event from Template

All Event Types | All Categories | Active | awards

Event Name	Event Type	Event Category	Event Date(s)	Venue	# Products	Event Status	Registrations	Action(s)
Awards Night 2024	Ticketing	Charity & Fundraiser	28 Dec 2024 06:00 pm (AEDT) - 28 Dec 2024 10:00 pm (AEDT)	GameDay HQ	2	Active	Live (1 Feb 2024 (AEDT) - 18 Feb 2024 12:00 am (AEDT))	View

Show 5 | Showing rows 1-1 of 1

- View
- Open Event URL
- Copy Event URL
- Generate Event QR Code
- Open Registration Form URL
- Copy Registration Form URL
- Generate Registration QR Code
- Export Participant Data to CSV

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


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

← Back

Awards Night 2024

Active

Overview | **Participants by Product** | Participants by Add-on Product | Attendance Tracking



Event Details

Event ID	EV323
Event Name	Awards Night 2024
Event Type	Ticketing
Event Timezone	Australia/Melbourne
Start Date/Time	December 28th 2024, 6:00 pm (AEDT)
End Date/Time	December 28th 2024, 10:00 pm (AEDT)

You will see the **EVENT PARTICIPANT ID** field showing the ID that was assigned to each entrant

Related Articles