

How to edit a Cloud Event registration

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In the event that a member of your organization had filled incorrect information on their registration, you can update the registration with the following steps:

1. To access **Cloud Events**, you must go to your website's homepage and log in. [For more information on how to login, click here.](#)
2. After logging in and navigation to the **Member Area**, you will see several tabs along the top of the screen. Click on the **Events** tab, and then click on **Cloud Events**.
3. Click **Manage** on the event you would like to edit the registrations for.



4. At the top of the event, click **Orders**.



5. In the list of orders, click the **down arrow** on the right for the registration to edit. Click **Edit Info** in the dropdown options.



6. On the Edit Registration page, you will have these options to edit the registration:
 - o **Buyer Info** - Use this section to update the Buyer's information.
 - **Ticket Buyer Name** - The first and last name of the buyer.
 - **Email** - Email address for the buyer.
 - **Order Form Questions** - You can update the answers for any **Order Questions**. Learn more about creating order questions for events.

- **Ticket #** - Use this section to update each Ticket Holder's information.
 - **Name** - The first and last name of the ticket holder.
 - **Email** - Email address for the ticket holder.
 - **Attendee Form Questions** - You will be able to enter new answers for any **Attendee Questions**. Learn more about creating attendee questions for events.

7. Click **Save** to save the updates or **Cancel** to cancel the updates to the registration.



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