ClubRunner

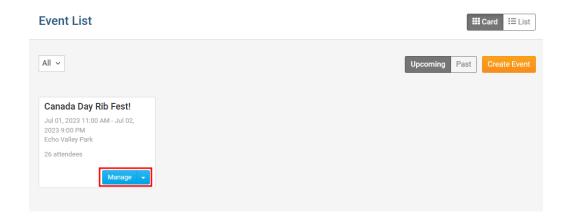
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How to edit a Cloud Event registration

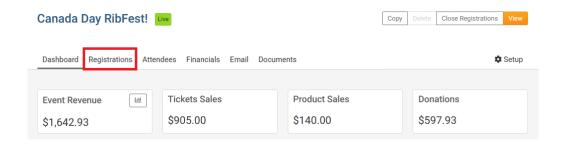
Michael C. - 2025-10-16 - Events & Calendar

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:

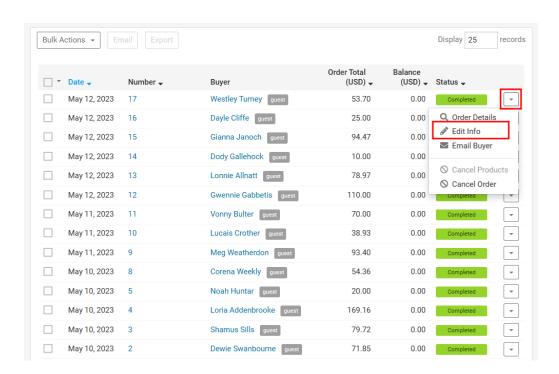
- To access Cloud Events, you must go to your website's homepage and log in. For more information on how to login, click here.
- 2. After logging in and navigation to the **Member Area**, you will see several tabs along the top of the screen. Click on the **Events** tab, and then click on **Cloud Events**.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



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

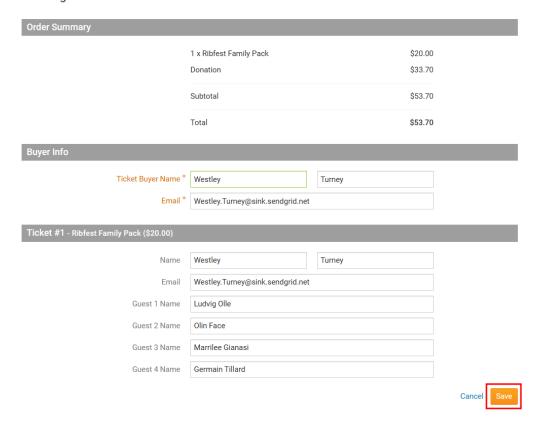


5. In the list of orders, click the **down arrow** on the right for the registration to edit. Click **Edit Info** in the dropdown options.



- 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.
 - o **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.

Edit Registration



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- How to create a Cloud Event