ClubRunner

How to edit a Cloud Event registration

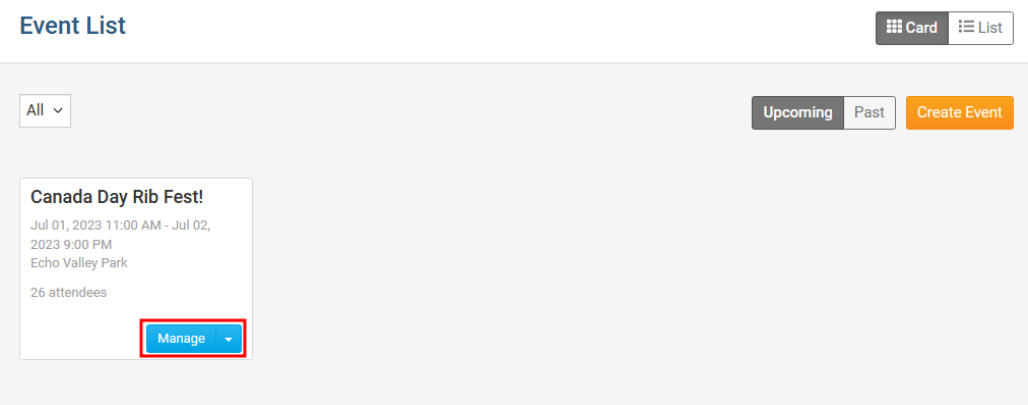
Michael C. - 2025-10-16 - Events & Calendar

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:

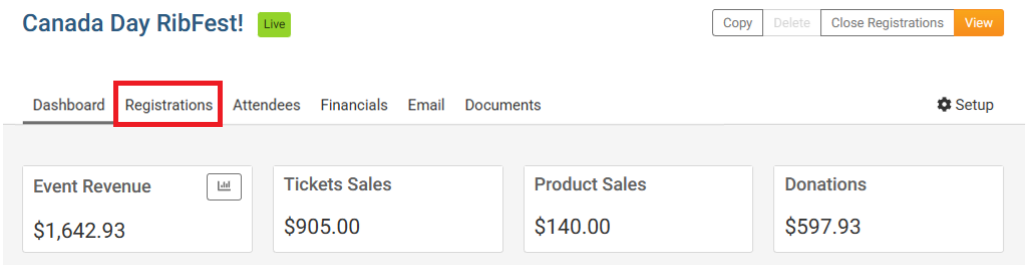
1. To access **Cloud Events**, you must go to your website's homepage and log in. For more information on how to login, click here.

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.**

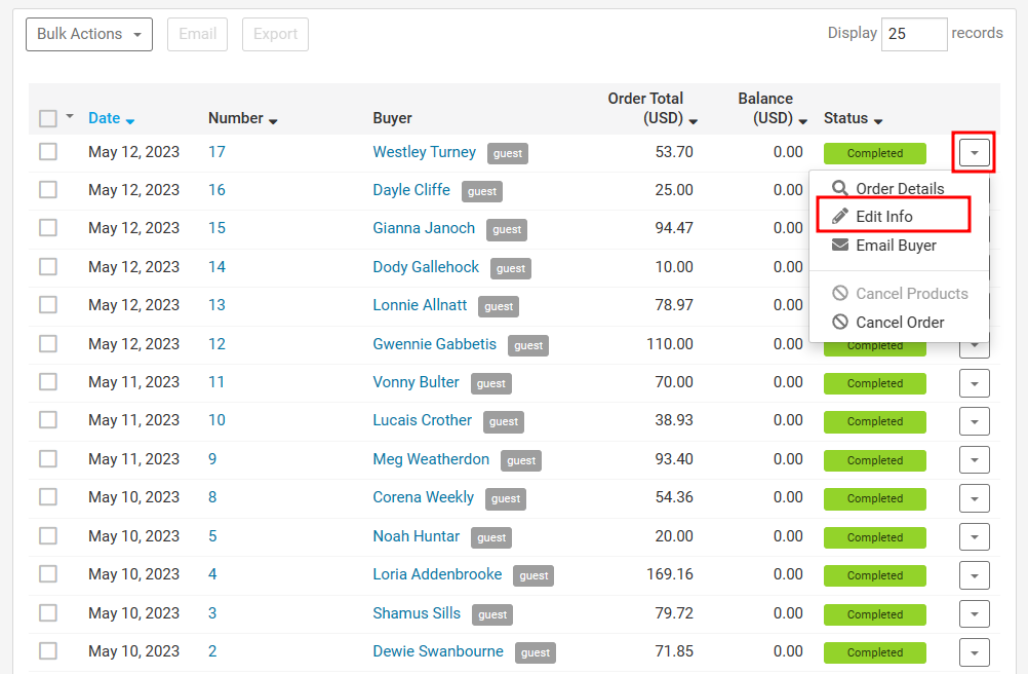
3. Click **Manage** on the event you would like to edit the registrations for.



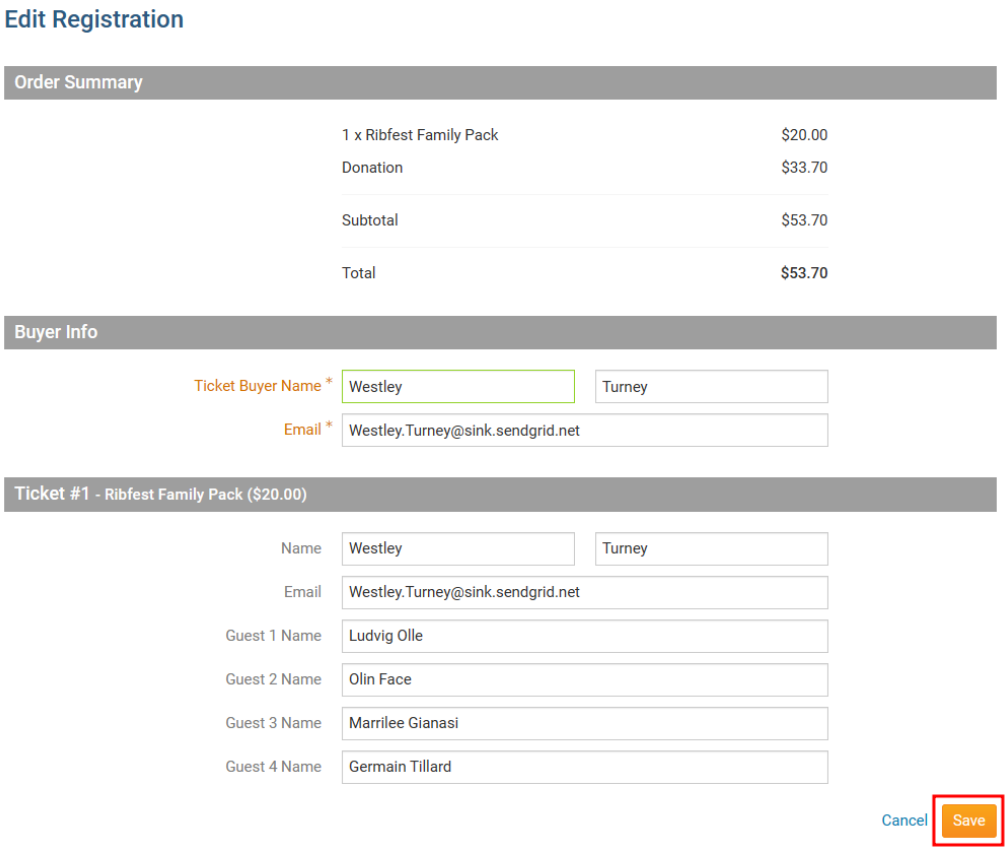
4. At the top of the event, click **Registrations**.



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:
    - **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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