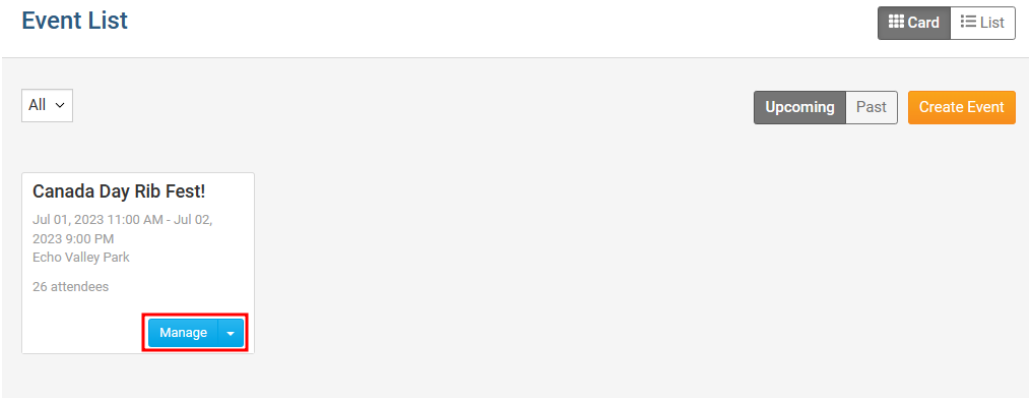


How to edit a Cloud Event registration

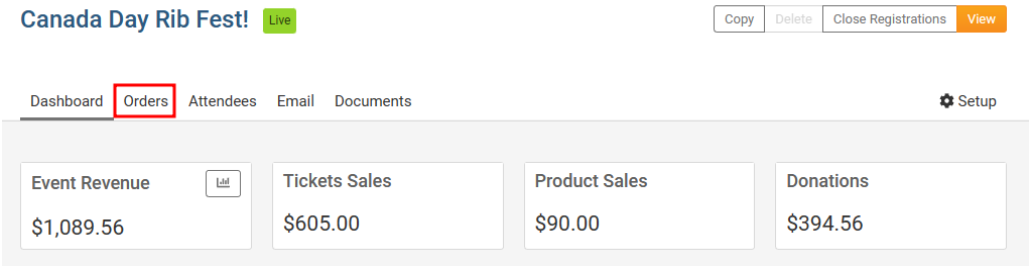
Michael C. - 2024-07-30 - [Events & Calendar](#)

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 **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.

Bulk Actions ▾		Email	Export	Display 25 records		
<input type="checkbox"/> ▾	Date ▾	Number ▾	Buyer	Order Total (USD) ▾	Balance (USD) ▾	Status ▾
<input type="checkbox"/>	May 12, 2023	17	Westley Turney <small>guest</small>	53.70	0.00	Completed <div>▾</div>
<input type="checkbox"/>	May 12, 2023	16	Dayle Cliffe <small>guest</small>	25.00	0.00	Completed <div>▾</div>
<input type="checkbox"/>	May 12, 2023	15	Gianna Janoch <small>guest</small>	94.47	0.00	Completed <div>▾</div>
<input type="checkbox"/>	May 12, 2023	14	Dody Gallehock <small>guest</small>	10.00	0.00	Completed <div>▾</div>
<input type="checkbox"/>	May 12, 2023	13	Lonnie Allnatt <small>guest</small>	78.97	0.00	Completed <div>▾</div>
<input type="checkbox"/>	May 12, 2023	12	Gwennie Gabbetis <small>guest</small>	110.00	0.00	Completed <div>▾</div>
<input type="checkbox"/>	May 11, 2023	11	Vonny Bulter <small>guest</small>	70.00	0.00	Completed <div>▾</div>
<input type="checkbox"/>	May 11, 2023	10	Lucais Crother <small>guest</small>	38.93	0.00	Completed <div>▾</div>
<input type="checkbox"/>	May 11, 2023	9	Meg Weatherdon <small>guest</small>	93.40	0.00	Completed <div>▾</div>
<input type="checkbox"/>	May 10, 2023	8	Corena Weekly <small>guest</small>	54.36	0.00	Completed <div>▾</div>
<input type="checkbox"/>	May 10, 2023	5	Noah Hunter <small>guest</small>	20.00	0.00	Completed <div>▾</div>
<input type="checkbox"/>	May 10, 2023	4	Loria Addenbrooke <small>guest</small>	169.16	0.00	Completed <div>▾</div>
<input type="checkbox"/>	May 10, 2023	3	Shamus Sills <small>guest</small>	79.72	0.00	Completed <div>▾</div>
<input type="checkbox"/>	May 10, 2023	2	Dewie Swanbourne <small>guest</small>	71.85	0.00	Completed <div>▾</div>

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.

Edit Registration

Order Summary

1 x Ribfest Family Pack	\$20.00
Donation	\$33.70
Subtotal	\$53.70
Total	\$53.70

Buyer Info

Ticket Buyer Name *

Westley

Turney

Email *

Westley.Turney@sink.sendgrid.net

Ticket #1 - Ribfest Family Pack (\$20.00)

Name

Westley

Turney

Email

Westley.Turney@sink.sendgrid.net

Guest 1 Name

Ludvig Olle

Guest 2 Name

Olin Face

Guest 3 Name

Marrilee Gianasi

Guest 4 Name

Germain Tillard

Cancel

Save

Related Content

- [How to setup Cloud Event questionnaires](#)
- [How to update a Cloud Event's settings](#)
- [How to copy a Cloud Event](#)
- [How to create a Cloud Event](#)