



Update Contact Information

Login to the EMC and select the event you would like to manage.

- Click on the **Customer Service** tab.
- Click **Manage Participant**, under the Related Actions menu.
- **Scroll** or **Search** for the Participant Name
- Click **Manage Participant**.
- Click **Edit Contact Information**, under the Related Actions menu.
- Update required information.
- Click Finish

Welcome back Amanda Oldershaw [Click here to logoff](#) [Help](#)

Event Center | Event Web Site | Event Emails | **Customer Service** | Reports | [+ Switch To Another Event](#)

Customer Service > Manage Participants > Manage Participant | Daffodil Dash - Columbia Valley 2016

Related Actions

- Record Donation
- Edit Contact Information**
- Edit Registration
- Make Inactive
- Make Private
- Create New Team
- Change Team
- Reset Password
- Edit Pages

This is a summary that shows the contact, registration, Personal Page, team, and fundraising information for the selected participant and the tools that you can use to work with this information.

Name: Ms. Amanda Oldershaw
Email: aoldershaw@bc.cancer.ca
Username: amandaoldershaw
Participation Type: Adult
Registration Type: Offline
Fundraising Goal: \$0.00
Registration Status: Active
Personal Page: Public

Gift History

Page 0 of 0

Name	Action	Gift Type	Donation Type	Gift Date	Amount
No gifts					

[Privacy Policy](#) [Is online giving safe?](#)

Update Email Opt-in Status

Email preferences can also be edited by selecting **Edit Email Opt-in Status**, under the Related Actions menu.

- Uncheck the check box to remove from email list
- Click Finish

Welcome back Amanda Oldershaw [Click here to logoff](#) [Help](#)

Event Center | Event Web Site | Event Emails | **Customer Service** | Reports | [+ Switch To Another Event](#)

Customer Service > Manage Participants > Manage Participant > Edit Contact Information | Daffodil Dash - Columbia Valley 2016

1. Edit Details

Related Actions

- Edit Email Opt-In Status**

*** 1. Contact Information:**

Displays Profile information from the constituent record of this participant

Title	First name	Middle name	Last name	Suffix	Professional Suffix
* Name:	Ms.	Amanda		Oldershaw	
Address 1:	565 West 10th Ave				