



Update Registration Information

Update **Participant Type, Participant Search and Display settings, Fundraising Goal, Company Association** and any **Additional Questions** asked during the registration process.

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 Registration**, under the Related Actions menu.
- Update information.
- Click **Finish**

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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](#)

Update Additional Registration Questions

- Click **Edit Registration Responses**
- Make required changes
- Click **Finish**

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

1. Edit Registration
2. **Edit Registration Responses**

These are the additional questions asked in the registration process

1. Why are you running/walking? What is your connection to the mission?

(Maximum of 255 characters or about 5 rows of text)
2. Age:
3. Did you run with us last year?
Please select response
4. Are you a cancer survivor?
Please select response
5. If you are a cancer survivor, would you like your name announced at the event?
Please select response

or