

How to Add/Register a Participant to the Roster Event

Manually Adding Participants

There are two ways to add someone to your roster, depending on whether you need to create a new contact or search for an existing one.

Method 1: Add User Icon

1. From the Admin UI, open your event and go to **Roster Editor**.
2. Click the **Add User** icon (person icon with a plus sign) above the participant list.
3. In the **Select Person** dialog, choose one of the following:

Option A: Search for an existing contact

1. Type the participant's name into the search bar on the left.
2. Select the correct name from the results.
3. Verify the details on the right, then click **OK**.

Option B: Create a new contact

1. Enter their **First Name**, **Last Name**, and **Email Address**.
 2. Click the green **Add** button.
 3. Click **OK** to create the contact, then **OK** again to confirm enrollment.
-

Method 2: Quick Enrollment Field

If the participant already exists in your account database:

1. On the **Roster Editor** tab, locate the **Enroll Participant** field.
2. Type the name using your account's name format (e.g., "Last, First" or "First Last").
3. Press **Enter** once the matching name appears, to add them instantly.

Managing Roster Entries

Editing Registration Details

Admins can update information a participant provided during sign-up:

1. Select the participant's name on the **Roster Editor** tab.
2. View their **Appointment Fields** (filled out during registration) in the right-hand panel.
3. Edit as needed — changes save automatically to their registration record.

Canceling a Registration

1. Locate the participant on the **Roster Editor** tab.
2. Click the **red X** next to their name.

“ **Note:** This removes them from the roster only — their contact record remains in your general database.

Revision #4

Created 2026-04-09 15:14:00 UTC by Yura Nechyporenko

Updated 2026-06-21 20:54:23 UTC by Anne Taves