

Cvent | Registrant Management ^[1]

December 2, 2021 by [Melanie Jones](#) ^[2]

You've launched your event and starting promoting it; naturally, there might be some management of invitees to occur. Cvent makes things easy - from registering someone or initiating a refund.

Invitee Management 101 ^[3]

- [Switching Registration Types](#) ^[4]
- [Recording Offline Payments](#) ^[5]

- Flex & Classic
- Express

Navigate to your event:

- Expand **Attendees** on the left side navigation
- Select **Attendee List** lister under Attendees
- The new page will display all registrants to view.

General ▾

Planning ▾

Website ▾

Registration ▾

Marketing ▾

Email ▾

Attendees ▲

Attendee List

Abandoned Registrations

Badges and Certificates

Uploaded Files

Internal Information

OnArrival ▾

Reports ▾

Events > Ralphie's Corral: CU vs. Texas A&M > Attendees

Attendee List

View All ▾

<input type="checkbox"/>	Name		
<input type="checkbox"/>	_____, Matt	Guest	<i>(i)</i> <i>(x)</i>
<input type="checkbox"/>	_____, Elsie		<i>(i)</i> <i>(x)</i>
<input type="checkbox"/>	_____, Mike		<i>(i)</i> <i>(x)</i>
<input type="checkbox"/>	Allen, Max	Guest	<i>(i)</i> <i>(x)</i>
<input type="checkbox"/>	_____, Christian		<i>(i)</i> <i>(x)</i>
	Anschutz, Jill		

Modify Registration

- Find the name of the registrant you need to modify.
- Hover the arrow to the right of their name

- Click the action in the dropdown:
 - **?Edit Contact Information** to change a registrants first name, last name or email.
 - **Modify Registration** to change someones selection - like their meal preference or guest's name.
 - **Substitute Registrant** - most commonly used for non-refundable events.
 - **Mark as Event Participant** - just one method of many to take the valuable step of tracking participation.
 - **Unregister** a current registrant.

Register Someone

- Click the blue **Register Attendee** button in the top right corner
- **Submit** the registration

Related Articles

- [Welcome to the New Experience!](#) ^[6]
- [Contact Cvent Help & Support](#) ^[7]
- [Access Event Templates](#) ^[8]
- [Visibility | Share Event with Other Users](#) ^[9]
- [Weblinks | Unique URL to Register for Event](#) ^[10]
- [Event Approval & Launch](#) ^[11]

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No

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