How to Update Name Tag Information

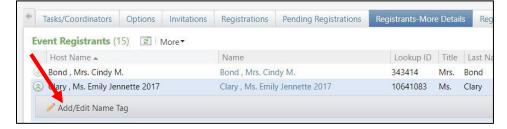
Event date:	7/2/2021	Status:	100% -	Event expenses	100%	Event capacity
Site: .ocation:	Alumni Association Classic Center 300 N. Thomas Street Athens, GA 30601	Active Lookup ID: 8-10008122	50% 50%	Agreed expenses: \$0	0.00 50% 1	Event capacity: 450 Will attend: 15 Will not attend: 0
Room/Unit: Contact: Coordinator:			0%	Amount paid: \$0 0% of budget	0%	3% of capacity
Category:	Educational					

Step 1: Open the Registrants – More Details tab of your event.

Step 2: Locate the constituent in the list and click the dropdown arrow next to their name.

	Tasks/Coordinators	Options	Invitations	Registrations	Pending Registrations	Registrants-Mor	e Detai	ls Re
Ev	ent Registrants (1	15) 🗊 1	More*					
How Name 🔺			Name	Lookup ID	Title	Last N		
Sond , Mrs. Cindy M.			Bond , Mrs. Cin	343414	Mrs.	Bond		
2	Clary , Ms. Emily Jer	nette 2017		Clary, Ms. Emil	y Jennette 2017	10641083	Ms.	Clary

Step 3: Click Add/Edit Name Tag.



Step 4: Enter the information in the Value field of the pop-up window and save.

it a name t	tag		
Value: Comment:	• []		
	ļ		
		Save	Cancel