How to Update Name Tag Information
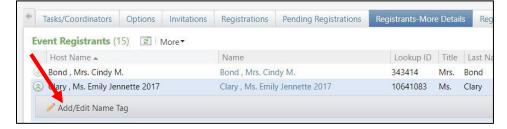
Step 1: Open the Registrants – More Details tab of your event.

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

Step 3: Click Add/Edit Name Tag.

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