

How to Update Name Tag Information

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

ASRV - GAIL Events Assistance Training

Event date: 7/2/2021 Status: ✔ Active
Site: Alumni Association Lookup ID: 8-10008122
Location: Classic Center
300 N. Thomas Street
Athens, GA 30601
Room/Unit: Athena Ballroom
Contact:
Coordinator:
Category: Educational

Event expenses: Expense budget: \$0.00, Agreed expenses: \$0.00, Amount paid: \$0.00, 0% of budget

Event capacity: Event capacity: 450, Will attend: 15, Will not attend: 0, 3% of capacity

Tasks/Coordinators | Options | Invitations | Registrations | Pending Registrations | **Registrants-More Details** | Regret Responses

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

Event Registrants (15) | More ▾

Host Name ▾	Name	Lookup ID	Title	Last Na
⌵ Bond, Mrs. Cindy M.	Bond, Mrs. Cindy M.	343414	Mrs.	Bond
⌵ Clary, Ms. Emily Jennette 2017	Clary, Ms. Emily Jennette 2017	10641083	Ms.	Clary

Add/Edit Name Tag

Step 3: Click Add/Edit Name Tag.

Event Registrants (15) | More ▾

Host Name ▾	Name	Lookup ID	Title	Last Na
⌵ Bond, Mrs. Cindy M.	Bond, Mrs. Cindy M.	343414	Mrs.	Bond
⌵ Clary, Ms. Emily Jennette 2017	Clary, Ms. Emily Jennette 2017	10641083	Ms.	Clary

Add/Edit Name Tag

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

Edit a name tag [X]

Value:

Comment:

Save Cancel