

View Confirmed Tickets for a Given Event or Conference

Viewing Participants for a Conference:

At any time to view participants you will login -> Administration -> 'search all events (top of the page)' type 'conference name'-> open 'conference name' -> View confirmed tickets (found in red)

Viewing Participants for events within a conference:

If you go back to the one screen from the above on the line that says 'conference details' the 2nd tab says 'schedule' within this tab you will find the individual events. Again, select the event->view confirmed tickets to see registrants.

Viewing Participants for an Event:

At any time to view participants you will login -> Administration -> 'search all events (top of the page)' type 'name of the event;-> open 'name of the event' -> View confirmed tickets (found in red)