

Managing 25Live Event Registrations

25Live allows users within the application to register for events (See [Registering for an Event in 25Live](#)). Users with appropriate permissions can view, add, and edit registrants.



Security Note

To allow users to register for events, update the following permission for their security group(s) in [Series25 Group Administration](#): **Basic: 3.0 Register for an Event** set to **Yes**.

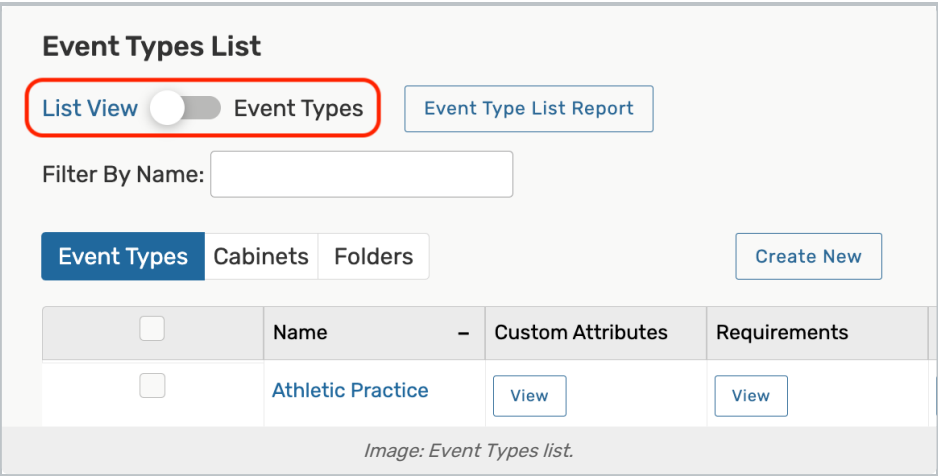
In This Article:

- [Making Registration Available For an Event](#)
- [Adding, Viewing, and Editing Registrants](#)
- [Contacting Registrants](#)

Making Registration Available For an Event

Add the Custom Attribute to Your Event Type

1. Navigate to **System Settings > Master Definitions > Event Types > List**. Toggle **Event Types** to **List View**.



2. Select an Event Type from the list.
3. Scroll down to **Custom Attributes** and click the **Select Custom Attributes** button to make modifications.

Custom Attributes

Select Custom Attributes

Do you have a valid certificate of insurance for your event?

Registration Form

If Canceled, Notify

Will you be serving food?

Image: Example Custom Attributes attached to an Event Type

4. Select the **Allow Registration** custom attribute to add to your event type and press **Done**.

Custom Attributes Registration Select All Select None

Registration

Allow Registration

Registration Form

Done

Image: Adding the Allow Registration attribute in the custom attributes window.

5. **Save** your changes.

Create a Test Event

Event Custom Attributes

Detail Image

Event Image

Hot Event Image

Registration Form

Web Site

* Allow Registration No Yes

Contract Required No Yes

Image: Create a test event with the Allow Registration attribute set to Yes.

In order to ensure your setup is correct before letting users try to register for events, create a test event using one of the Event Types edited to include the registration custom attribute.

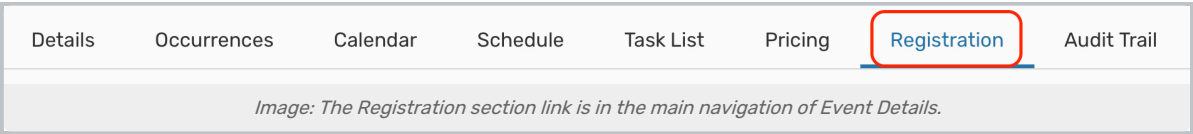
Be sure to set the **Allow Registration** custom attribute to **Yes**.
Go to the new event's details view to see that the **Register** link is visible.

Adding, Viewing, and Editing Registrants

In addition to allowing 25Live users to register for events within the application, you, as an administrator, can add users as event registrants.

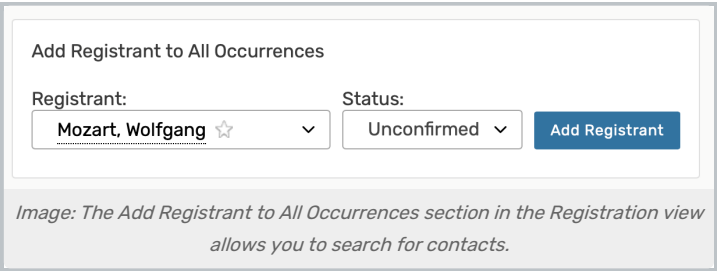
1. Go to the Event Details **Registration** View

Tapping or clicking the name of any event will bring you to its [details view](#). You can [search for an event](#) or look for it as part of your [starred items](#) on your home dashboard.



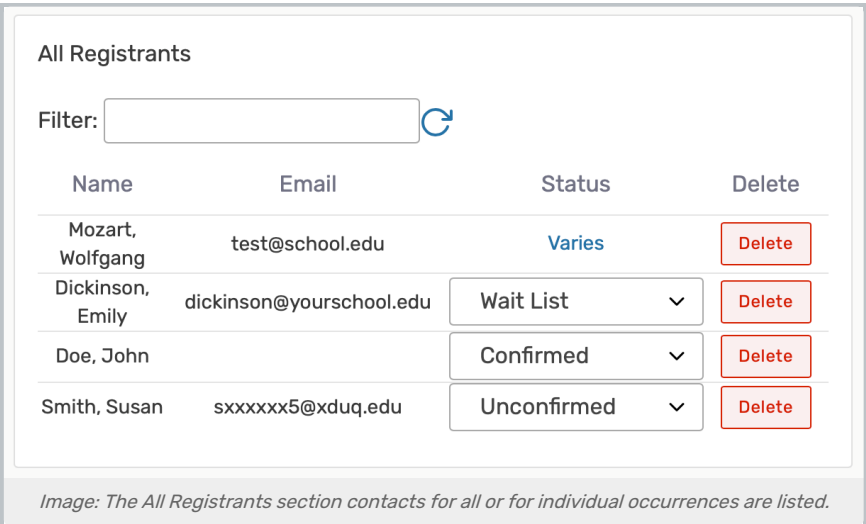
Use the **Registration** link to manage registrations.

2. Adding Registrants



Within the **Add Registrant to All Occurrences** section, use the **Registrant** search to find 25Live contacts. Select a **Status** from the dropdown, then the **Add Registrant** button will add the contact.

3. Viewing and Editing Registrants



View a list of registrants for all occurrences initially by default in the **All Registrants** section. They are listed with their name, email, and status.

Most displays in this section also feature a **Filter** in which you can type contact names or dates to narrow lists.

The title at the top of the right side will indicate if you're viewing and editing for all occurrences or for an individual occurrence.

Editing Status For Individual Registrants – All Registrants Section

You can edit the **Status** using the dropdown next to most listings. Use the **Delete** button to remove a registrant from *all occurrences*.

If the status is listed as "Varies," use the link to view and edit the **Registration Status** per occurrence. Then, save your changes using the **Register** button.

Editing Registrants Per Occurrence – Occurrence Registrants Section

Registration for Thu Jul 29 19:00:00 - 20:00:00
Title indicates if we're viewing one occurrence or all occurrences

View All Dates (Use to return to all occurrences view)

Add Registrant to Occurrence

Registrant: Status: **Add Registrant**

Occurrence Registrants (You're viewing and editing for one occurrence)

Filter:

Name	Email	Status	Delete
Mozart, Wolfgang	test@school.edu	Confirmed	Delete
Dickinson, Emily	dickinson@yourschool.edu	Wait List	Delete
Doe, John		Confirmed	Delete
Smith, Susan	sxxxxxx5@xduq.edu	Unconfirmed	Delete

Image: Tap or click on the date link for any occurrence to change the display to Occurrence Registrants.

You also have the option to view all registrants for each occurrence using the listing of occurrences along the left side. Tap or click on the date of the occurrence to view details. The All Registrants section will change to an **Occurrence Registrants** section and only show the list for that occurrence. You can edit the **Status** using the dropdowns or **Delete** with the button.

Use the **View All Dates** button at the top-right of the view to return to the All Registrants display rather than viewing for the individual occurrence.

Contacting Registrants

When emailing registrants from 25Live, you can use one or more of the recipient shortcuts below in the **To**, **CC**, or **BCC** fields of your email:

Note: If you try to email one of the groups below and there are no users that belong to that group, you will receive the following error notification:

Email(s) failed: Unknown error

Status	Recipient Shortcut
Email all attendees of all statuses:	<input type="text" value="attendees"/>

To target a specific registrant status use:

Status	Recipient Shortcut
Expressed Interest:	<input type="text" value="attendees1"/>
Unconfirmed:	<input type="text" value="attendees2"/>
Wait List:	<input type="text" value="attendees3"/>
Confirmed:	<input type="text" value="attendees4"/>
No Show:	<input type="text" value="attendees5"/>
Cancelled:	<input type="text" value="attendees6"/>

Orientation Week Party ☆

Tentative

Orientation Week Party

Edit Event

Copy Event

Related Events

Manage Bindings

Create Task

Email Event

Email Template

Add Custom From Address

Related Recipients:

	TO	CC	BCC
Requestor (service25)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scheduler (service25)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anyone with Assignment Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anyone with Notification Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Event Owner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Recipients:

TO

attendees4

CC

BCC

Separate multiple email addresses with commas. To choose from a list, click To, CC or BCC.

Image: This configuration will email all registrants who have their registration status set to **Confirmed**.



Event Registration Variables are Available in Document Management

If you're creating a report or agreement using [25Live Document Management](#), you can list attendees in the document using [variables](#).