# 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.**



| | Name – | Custom Attributes | Requirements | Cabinets | Folders |
|---|---|---|---|---|---|
| ☐ | Athletic Practice | View | View | View | View |
| ☐ | Auction | View | View | View | View |
| ☐ | Break-out Session | View | View | View | View |
| ☐ | Calendar Announcement | View | View | View | View |

*Image: Event Types list.*

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

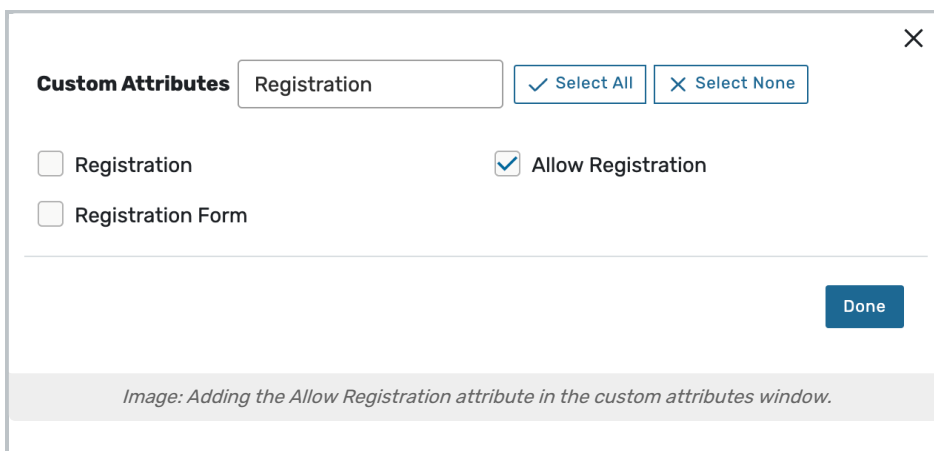✕ Do you have a valid certificate of insurance for your event?

✕ 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
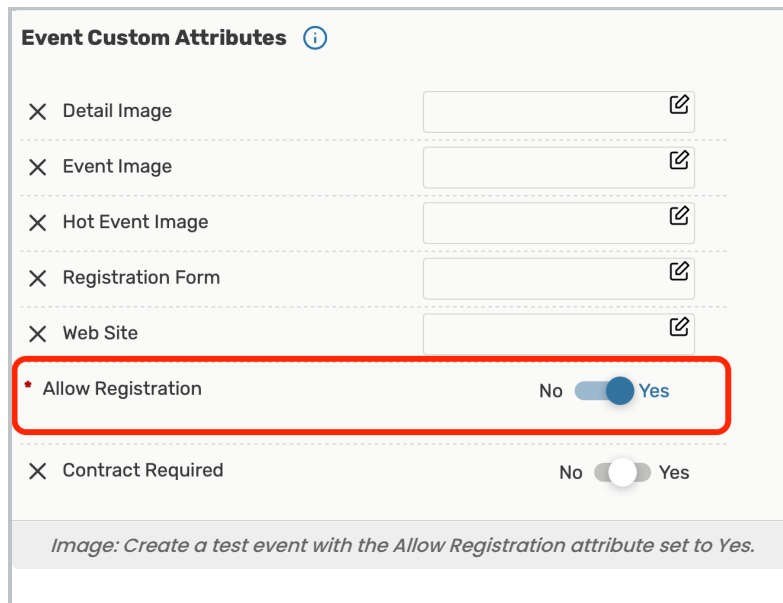
☐ Registration

☑ 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.

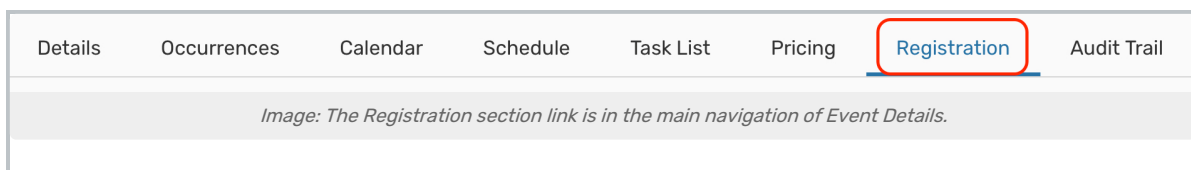Be sure to set the **Allow Registration** custom attribute to **Yes**.

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.

| Details | Occurrences | Calendar | Schedule | Task List | Pricing | Registration | Audit Trail |
|---|---|---|---|---|---|---|---|

*Image: The Registration section link is in the main navigation of Event Details.*

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

### 2. Adding Registrants

Image: The Add Registrant to All Occurrences section in the Registration view allows you to search for contacts.

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



Image: The All Registrants section contacts for all or for individual occurrences are listed.

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

*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:** | attendees |

To target a specific registrant status use:

| Status | Recipient Shortcut |
|---|---|
| **Expressed Interest:** | attendees1 |

| | |
|---|---|
| **Unconfirmed:** | attendees2 |
| **Wait List:** | attendees3 |
| **Confirmed:** | attendees4 |
| **No Show:** | attendees5 |
| **Cancelled:** | 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** ]

**Additional Recipients:**

**TO** [ attendees4 ]

**CC** [ ]

**BCC** [ ]

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

**Related Recipients:**

|  | TO | CC | BCC |
|---|---|---|---|
| Requestor (service25) | ☐ | ☐ | ☐ |
| Scheduler (service25) | ☐ | ☐ | ☐ |
| Anyone with Assignment Tasks | ☐ | ☐ | ☐ |
| Anyone with Notification Tasks | ☐ | ☐ | ☐ |
| Event Owner | ☐ | ☐ | ☐ |

*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.