

How do I view an entrant's Event Participant ID?

Last Modified on 09/04/2024 3:51 pm AEST

Administrators can view the Event Participant IDs entrants are assigned upon registrationthrough the steps below:

1. In the left-hand menu, click **Events** > **MANAGE EVENTS**

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	Dashboard							
°F°	My Organisation	•						
\$	Finances	•						
පපිප	Members	•						
	Membership Forms	•						
00	Products & Questions							
	Promotions							
Ĩ	Events	•						
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Ma	Manage Events							
Teams								
Products & Questions								
Communications								
Ø	Reports							

2. Click on the **Actions** arrow next to the relevant event

Events	Event Template	s Event Pa	rticinant ID Management Event Di	enlav Template	FCAL	Widgets		
Create New Eve	ent Create I	New Event from Tem	plate	All Event Types	All Cat	egories 🔻	Active Active Activ	
Event Name 🌩	Event Type	Event Category	Event Date(s) 🗢	Venue	# Products	Event Status	Registrations	Action
Awards Night 2024	Ticketing	Charity & Fundraiser	28 Dec 2024 06:00 pm (AEDT) - 28 Dec 2024 10:00 pm (AEDT)	GameDay HQ	2	Active	Live (1 Feb 2024 12:00 am (AEDT) - 18 Feb 2044 12:00 am (AEDT))	Edit

3. Click **VIEW**

vents 🛛									
Events E	vent Template	s Event Par	ticipant ID Management Event Dis	splay Template	ECAL	Vidgets			
Create New Even	Create	New Event from Tem	plate	All Event Types	 All Cate 	nories 💌	Active -	Q awar	View
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Event Name 🌲	Event Type	Event Category	Event Date(s) 🗢	Venue	# Products	Event Status	Registrations		Copy Event URL
Awards Night	Thebrefore	Charity &	28 Dec 2024 06:00 pm (AEDT) - 28 Dec	GameDay	0		Live	(1 Feb 2024	Generate Event QR Code
2024	пскетіпд	Fundraiser	2024 10:00 pm (AEDT)	HQ	2	Active	(AEDT) - 18 Fe	b 2044 12:0	Open Registration Form URL
									Copy Registration Form URL
Show 5 ×				_					Generate Registration QR Code
Showing rows 1-1 of 1			I< <		1				Export Participant Data to CSV

You will then be taken to the event detail page for the event

4. Click the **PARTICIPANTS BY PRODUCT** tab

← Back Awards Night 2024 Active									
Overview	Participants	by Product	Participants by Add-on Product	Attendance Tracking					
		Event Details	3						
		Event ID	EV323						
		Event Name	Awards Night 2024						
		Event Type	Ticketing						
		Event Timezone	Australia/Melbourne						
		Start Date/Time	December 28th 2024, 6:00 pr	n (AEDT)					
		End Date/Time	December 28th 2024, 10:00 p	m (AEDT)					

You will see the **EVENT PARTICIPANT ID** field showing the ID that was assigned to each entrant

Related Articles