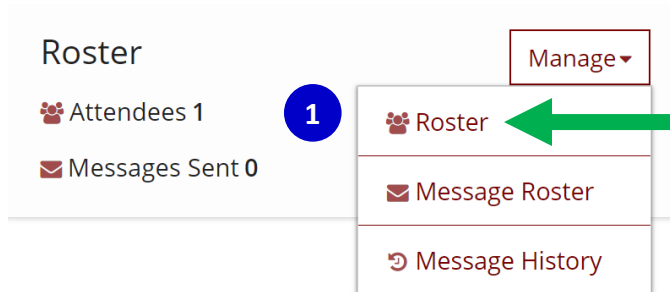


## Online Registration Part 4 - Registration Changes

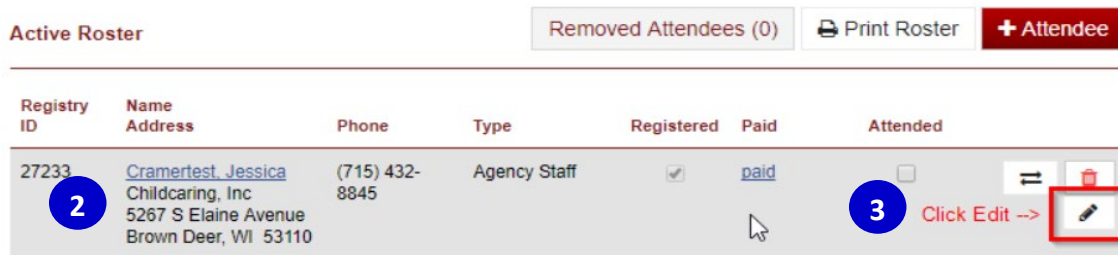
This guide will walk you through two common attendance registration questions: how to transfer a registration to another attendee, and how to transfer an attendee to another event. Note: for full instructions on how to register individuals using online registration, see the [Attendee Registration Guide](#).

### Transfer a Registration to Another Attendee

An organization can transfer payment from one registered attendee to another attendee.



- 1) Once in the event, under manage, click **ROSTER**.



- 2) Then locate the attendee's registration you want to change.
- 3) Click **EDIT**.



- 4) Click **CHANGE** next to Registry ID.



- 5) Search for the correct person by Registry ID number, name, or last 5 of SSN.
- 6) Once you have found the correct person, select the attendee's name from the search results.

Edit Attendee

---

Registry ID: 781 [Change](#)

---

First Name\*: Jeffrey

---

Last Name\*: Scheibetest

---

Primary Phone: (608) 579-1061

---

Mobile Phone: (715) 539-9779

---

Email Address:

Attended this Event

Save Changes 7

- 7) The new attendee will display in the Edit Attendee Form. Click **SAVE CHANGES** at the bottom of that form.

Do not click *Attended this Event* if this is just for registration.

Active Roster
Removed Attendees (0)
Print Roster
+ Attendee

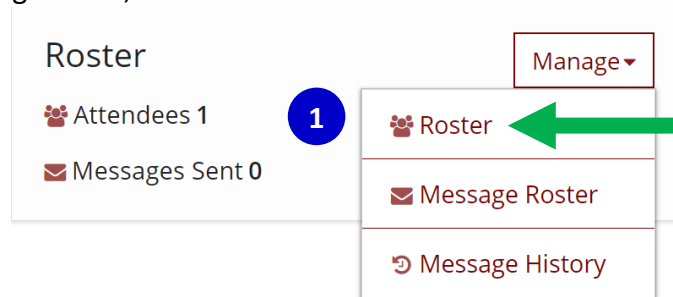
Registry ID	Name Address	Phone	Type	Registered	Paid	Attended	
4523	<a href="#">Dahltest, Cindy</a> N6270 West Cedar Road New Glarus, WI 53035	(715) 424-2430	Group Child Care	✓	<a href="#">paid</a>	<input type="checkbox"/>	= [trash] [edit]
1443	<a href="#">Dequittest, Vicky</a> 510 N. Mill St. Neenah, WI 54812	(608) 257-0147	Special Education	✓	<a href="#">enter payment</a>	<input type="checkbox"/>	= [trash] [edit]
1227	<a href="#">Heimlichtest, Tiffany</a> 7825 N. 60th Street Milwaukee, WI 53223	(715) 675-4569	Agency Staff	✓	<a href="#">paid</a>	<input type="checkbox"/>	= [trash] [edit]
781	<a href="#">Scheibetest, Jeffrey</a> <b>203 W. Dolf Street</b> Milwaukee, WI 54427	(608) 579-1061	Agency Staff	✓	<a href="#">paid</a>	<input type="checkbox"/>	= [trash] [edit] <span style="background-color: #000080; color: white; border-radius: 50%; padding: 2px 10px; font-weight: bold; margin-left: 10px;">8</span>

- 8) Registration payment is transferred to the new attendee listed.

## Transfer an Attendee to Another Event

In the event of a cancellation you can transfer an attendee with all registration information and payment to another event.

- 1) Under Manage Event, click **ROSTER**.



- 2) Find the attendee you wish to move to another event.

Active Roster Removed Attendees (0) [+Attendee](#)

Registry ID	Name Address	Phone	Type	Registered	Paid	Attended	
108889	<a href="#">Bobtest, Audrey</a> 26 Bittersweet Ct. Madison, WI 54140	(414) 254-0302	Group Child Care	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3</b> <span style="border: 1px solid red; padding: 2px;">=</span> <span style="border: 1px solid red; padding: 2px;">&gt;</span>

- 3) Click the transfer arrows.

### Select Event

**4** Search all events by Event ID, course title, trainer name, location name or city

Search Reset

ID	Date	Course Title	Web	Location/URL	Trainer	Event Status
567513	1/1/2008 - 12/31/2025	<a href="#">Wisconsin Model Early Learning Standards (18 hours)</a>	<input type="checkbox"/>	The Registry Madison, WI	Approved WMELS Trainers	Registered/Approved

- 4) Search for the new event by Event ID, Course Title, or Trainer Name. Once you have found the new event click the **TITLE** of the event.

### **5** Confirm Transfer

Attendee #108889 Bobtest, Audrey

### Selected Event

Search all events by Event ID, course title, trainer name, location name or city

Search Reset

- 5) Confirm Transfer indicates the attendee is now listed on the new event.



*If the wrong attendee is added to an event contact The Registry at 608-222-1123 Ext. 5 to speak with a Professional Development Specialist or email [support@wiregistry.org](mailto:support@wiregistry.org) to have the attendee removed.*