

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 <u>Attendee Registration Guide</u>.

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**.

Active Ro	ster		Re	moved Attendee	es (0)	🖶 Print Roster	+ Attendee
Registry ID	Name Address	Phone	Туре	Registered	Paid	Attended	
27233	Cramertest, Jessica Childcaring, Inc 5267 S Elaine Avenue Brown Deer, WI 53110	(715) 432- 8845	Agency Staff	f 🖉	paid	3 Click I	≓ û Edit> 🖍

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

Edit Attendee	+	X	*
Registry ID:	27233 Change 4		
First Name*:	Jessica		
Last Name*:	Cramertest		
Primary Phone:	(715) 432 - 8845		

4) Click CHANGE next to Registry ID.

Edit A	ttendee		
• Se • Se	arch by Registry ID arch applicant name, city nam	ne, or last five digits of SSN	
781		5 Search	Cancel
781 ID	Name	5 Search City/State	Cancel

- 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	Attended this Event 🤴
Last Name*:	Scheibetest	Save Changes 7
Primary Phone:	(608) 579 - 1061	
Mobile Phone:	(715) 539 - 9779	
Email Address:	Jeffrey.Scheibetest@email.com	

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

<u> </u>	Do not click Attended this Event if this is just for registration.
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Active Ro	ster		Rer	moved Attendee	es (0)	🔒 Print Roster	+ Attendee
Registry ID	Name Address	Phone	Туре	Registered	Paid	Attended	
4523	Dahltest, Cindy N6270 West Cedar Road New Glarus, WI 53035	(715) 424- 2430	Group Child Care	Ø	paid		= 1
1443	Dequtistest, Vicky 510 N. Mill St. Neenah, WI 54812	(608) 257- 0147	Special Education	*	enter paymen		= 1
1227	Heimlichtest, Tiffany 7825 N. 60th Street Milwaukee, WI 53223	(715) 675- 4569	Agency Staff	4	paid		= =
781	<mark>Scheibetest, Jeffrey</mark> 203 W. Dolf Street Milwaukee, WI 54427	(608) 579- 1061	Agency Staff	×.	paid	8	= <u> </u>

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.

	er				Re	emoved Attendees (0)	+Attendee
gistry ID	Name Address	Phone	Туре	Registered	Paid	Attended	
8889	<u>Bobtest, Audrey</u> 26 Bittersweet Ct. Madison, WI 54140	(414) 254-0302	Group Child Care	Ø		• 3	=
3)	Click the transfer	arrows.					
Select Ev	ent						
Search all eve	nts by Event ID, course title, traine	er name, location name or	city Search Reset				
<u>ID Dat</u>	<u>e</u> <u>Course Title</u>	1		<u>Web</u> <u>Location/U</u>	<u>RL</u>	<u>Trainer</u>	<u>Event Status</u>
ID Dat	e Course Title	odel Early Learning Standa	r <u>ds (18 hours)</u>	Web Location/U The Registry Madison, Will The Registry Madison, Will	<u>RL</u> ,	Trainer Approved WMELS Trainers	Event Status Registered/Approved
ID Dat 567513 1/1/ 4)	e <u>Course Title</u> 2008 - 12/31/2025 <u>Wisconsin M</u> Search for the ne found the new ev	w event by Ev vent click the T	rds (18 hours) ent ID, Course Title 'ITLE of the event.	Web Location/Ul The Registry Madison, Wi The Registry Madison, Wi e, or Traine The Registry	r Na	Trainer Approved WMELS Trainers me. Once you	Event Status Registered/Approved
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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 <u>support@wiregistry.org</u> to have the attendee removed.