

Confirmed Entrants Listing

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Quick Steps: Go to Events > Basic Information > Other

1. Within the Management Console, select **Events** from the top menu, then click on the relevant event
2. Select **Basic Information** from the left hand expanded menu in the Event Console
3. Select **Edit** at the top of the screen
4. Go to the **Other** tab
5. Switch **Confirmed Entrants** to **Yes** and click **Save**. The **Confirmed Entrants** will then display on the main menu of the Events Form

Additional Information

The Confirmed Entrants listing will display the Name, Location and Gender of Accepted Entrants of the Event on the public view of the form. When switched on, Confirmed Entrants will display on the Main Menu of the Events form, allowing those accessing the page to view the list of entrants, as well as search entrants by Last Name, Bib Number and Company Name.

Related Articles

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