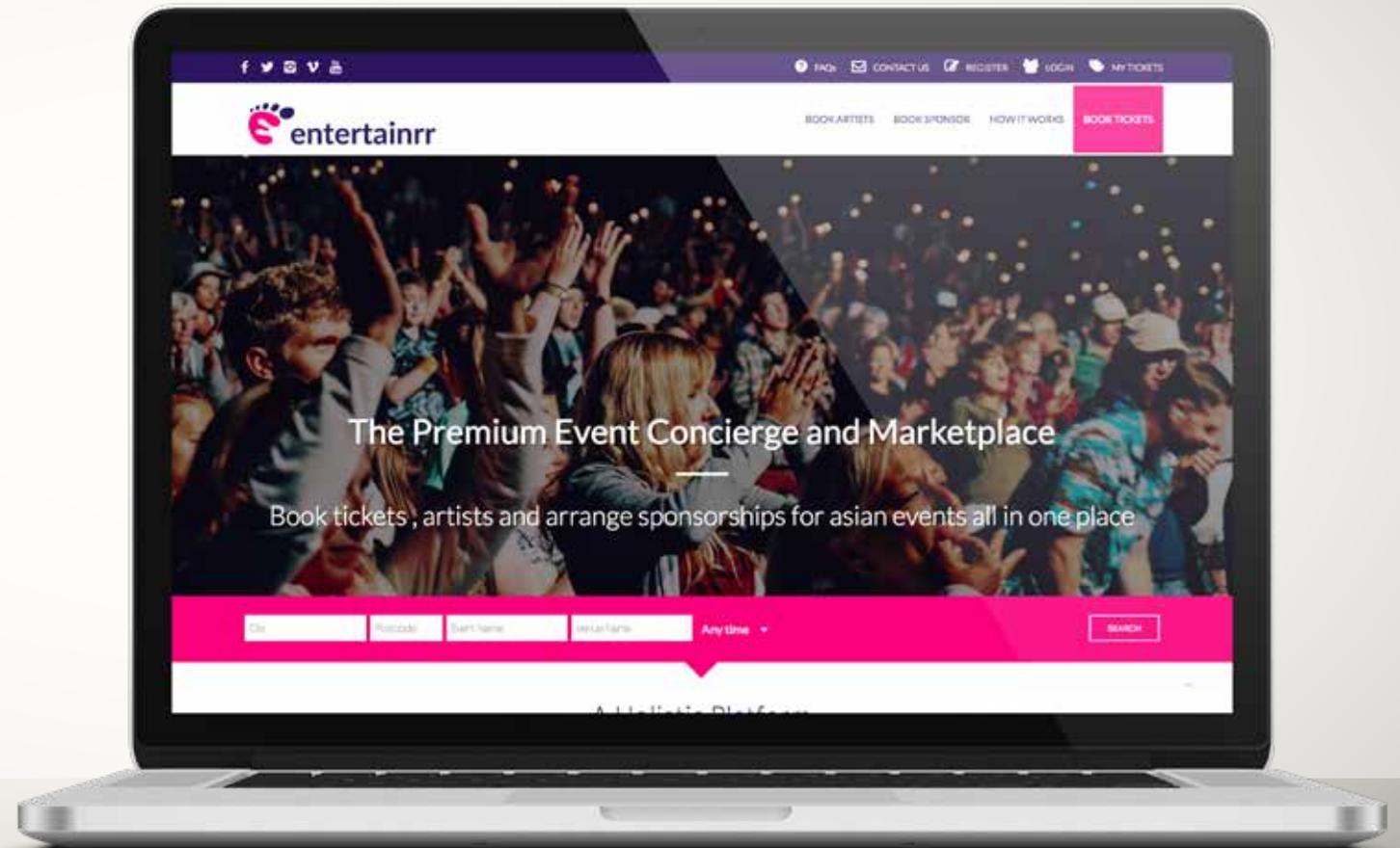




Setting Up A Registration Event



You will learn About...

**Set up your
registration
event**

5 Minutes



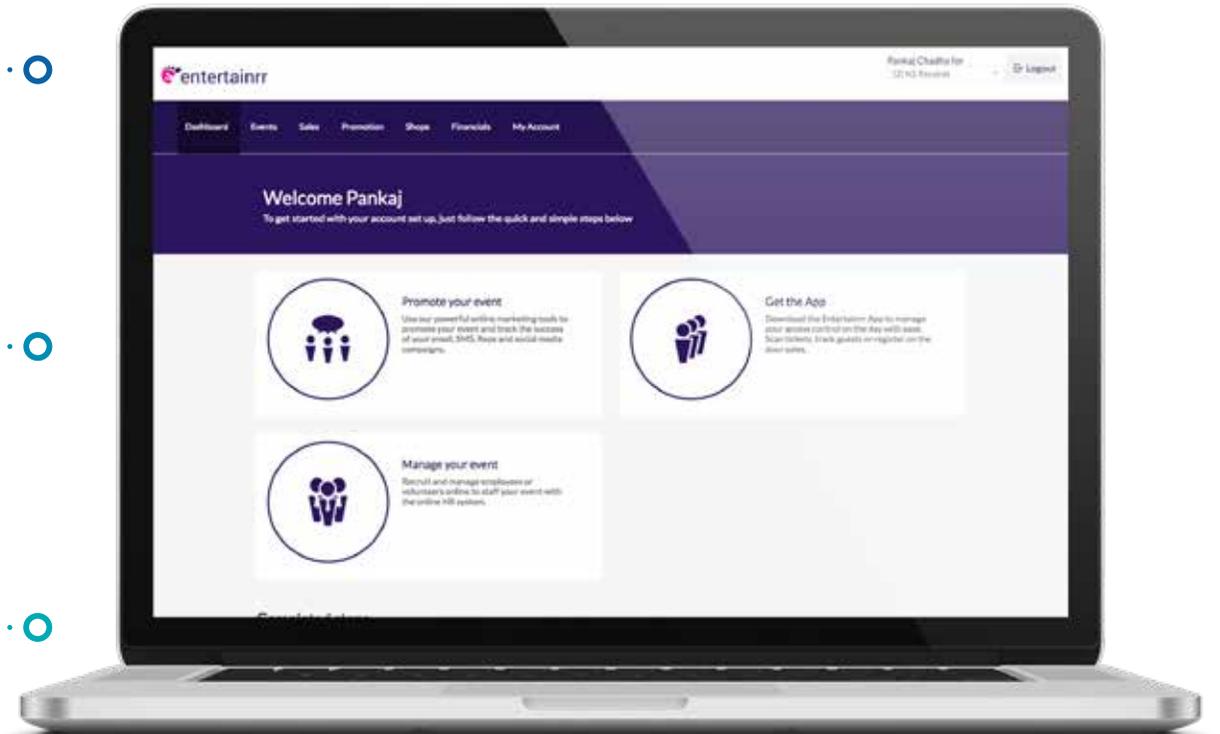
**Set up a
guest list for
your event**

5 Minute



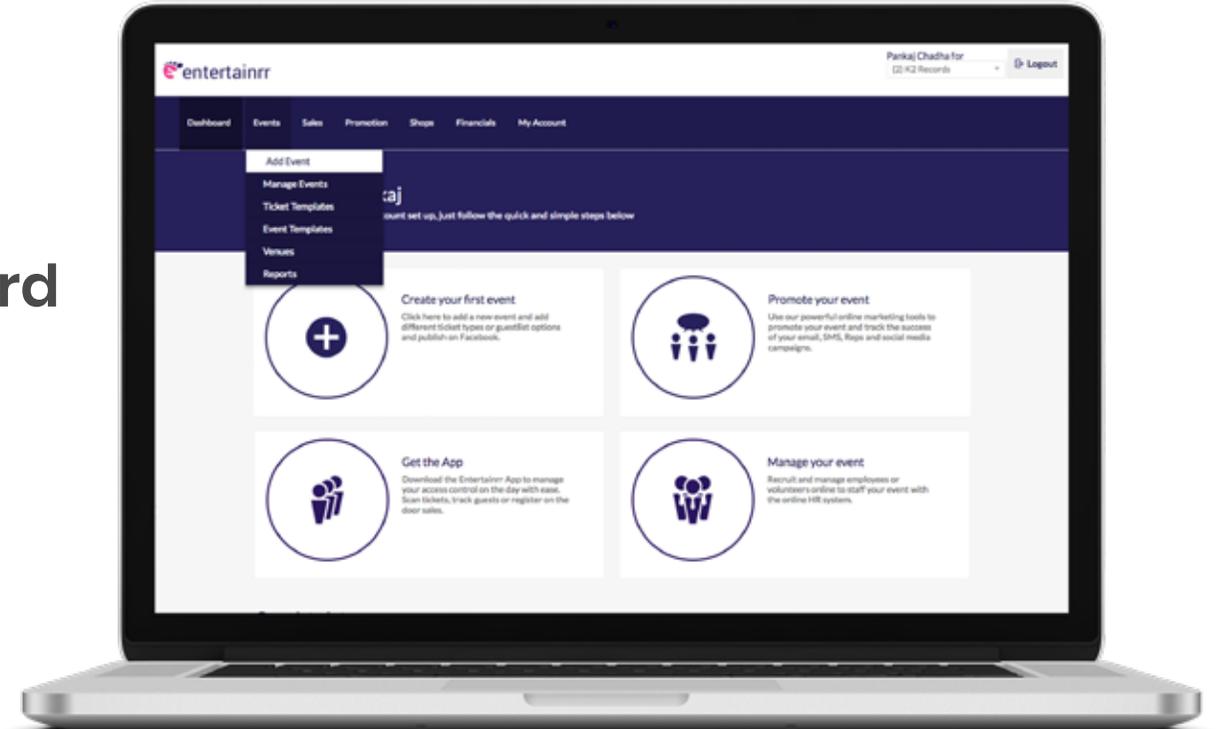
**Manage your
guest list**

5 Minutes

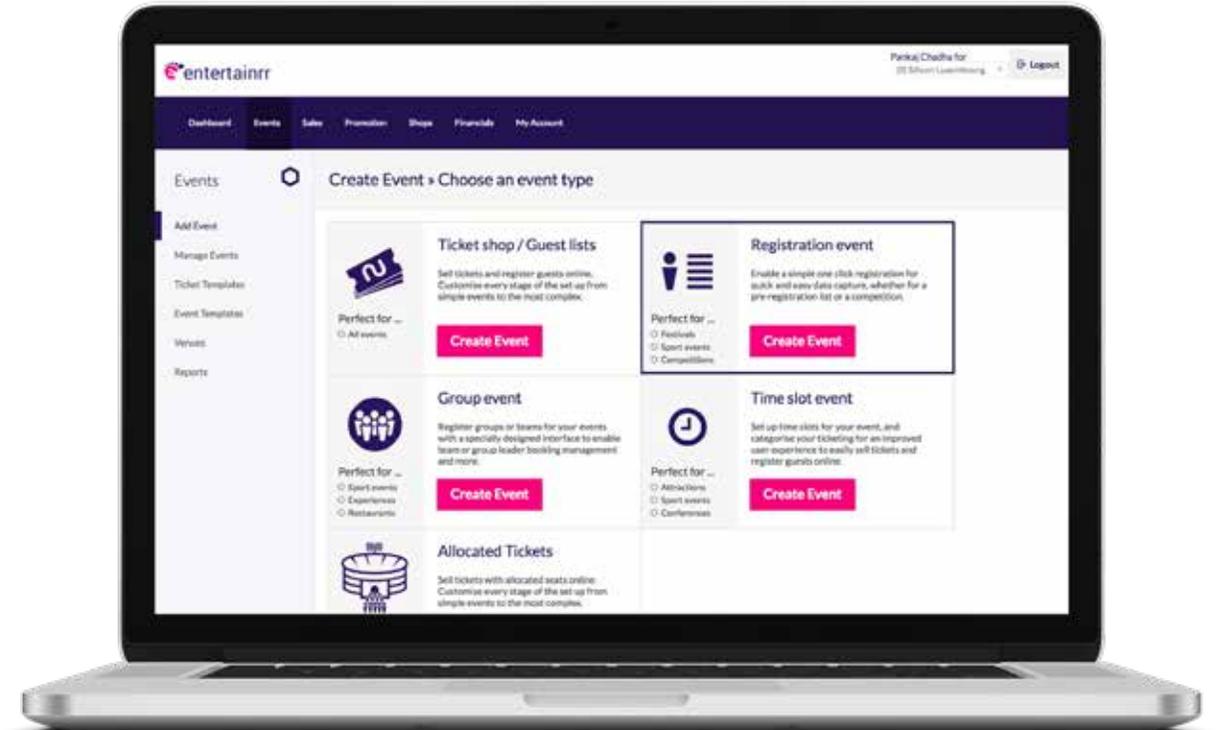


1. Set up your Registration event

- Log in to the entertainrr dashboard via admin.entertainrr.com
- Select **Event > Add Event** from the drop down menu

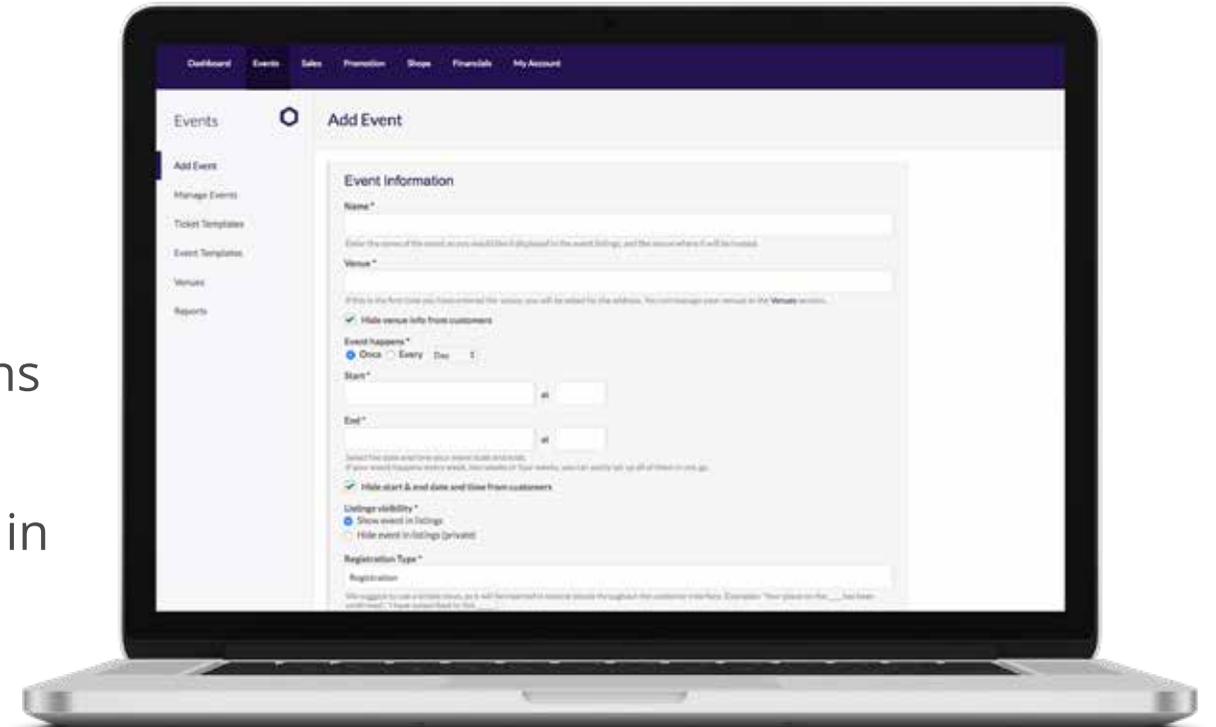


- Underneath “Registration event” press “Create Event”



- **Enter the following information about your event:**

- Name
- Venue
- How often the event happens
- Start / End date
- Whether the event is visible in the listings or private
- The registration type

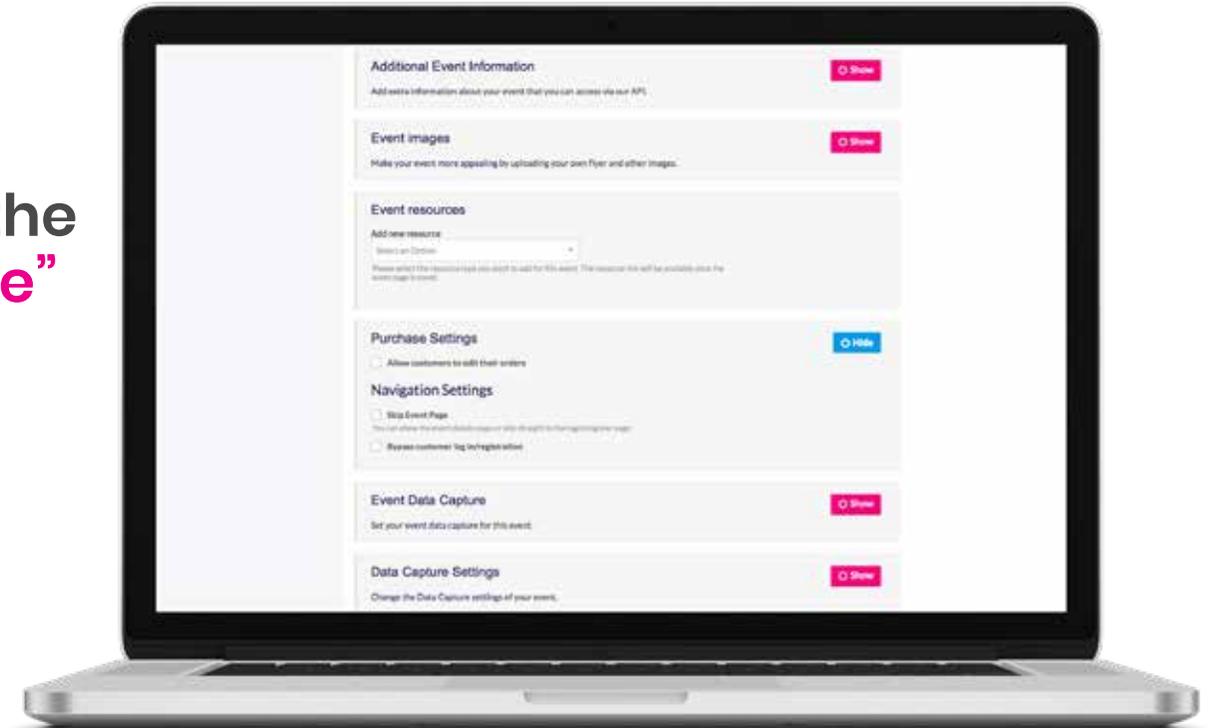


- **Enter a header** for your event
- **Enter a description** of your event
- **Add relevant tags** for your event
- Then, **scroll down**

Note: These fields are not necessary for a registration event but you can add them if required.



- Next to “Purchase Settings” press “Show”
- If you want the customer to skip the event page press “Skip Event Page”
or
- If you still want the customer to view the event page press “Show Event Page”

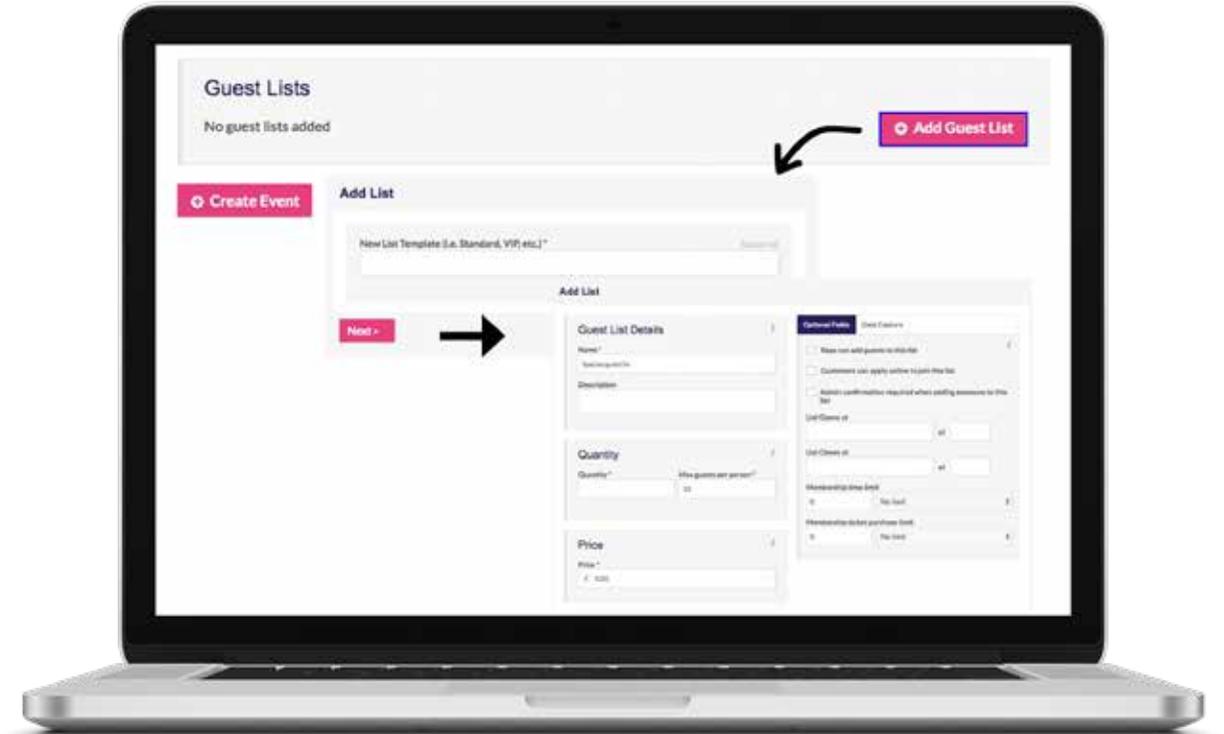


Note: The fields; additional event information, event images and both data capture fields are not necessary for a registration event but you can fill them out if required.

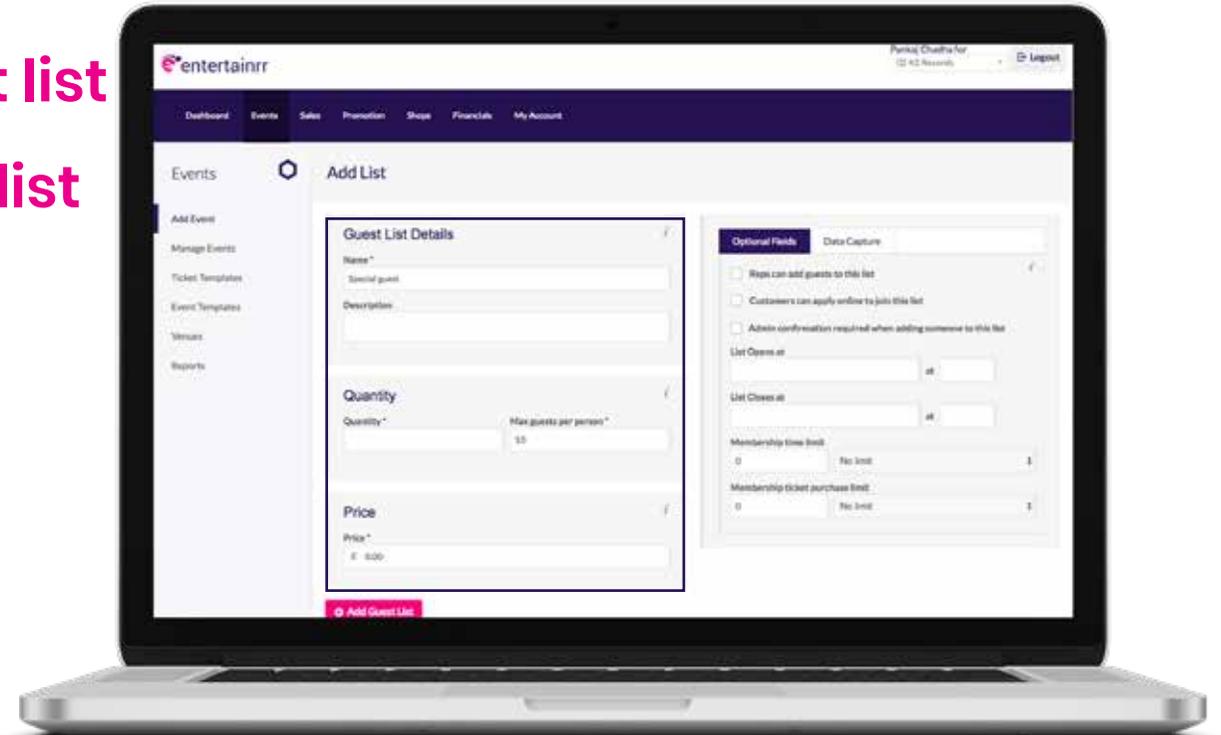
2. Set up a guest list for your event

- Press “Add Guest List”
- Enter name for your new list then press “Next”

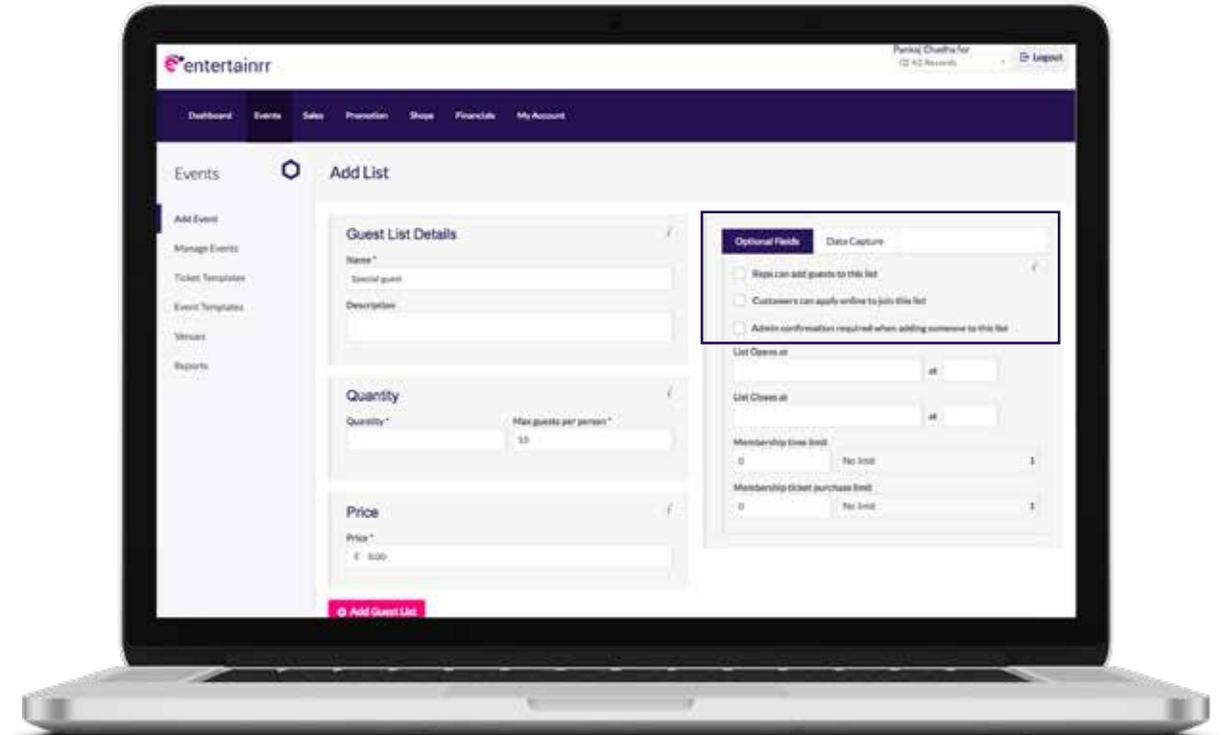
Note: You must add a guest list for a registration event.



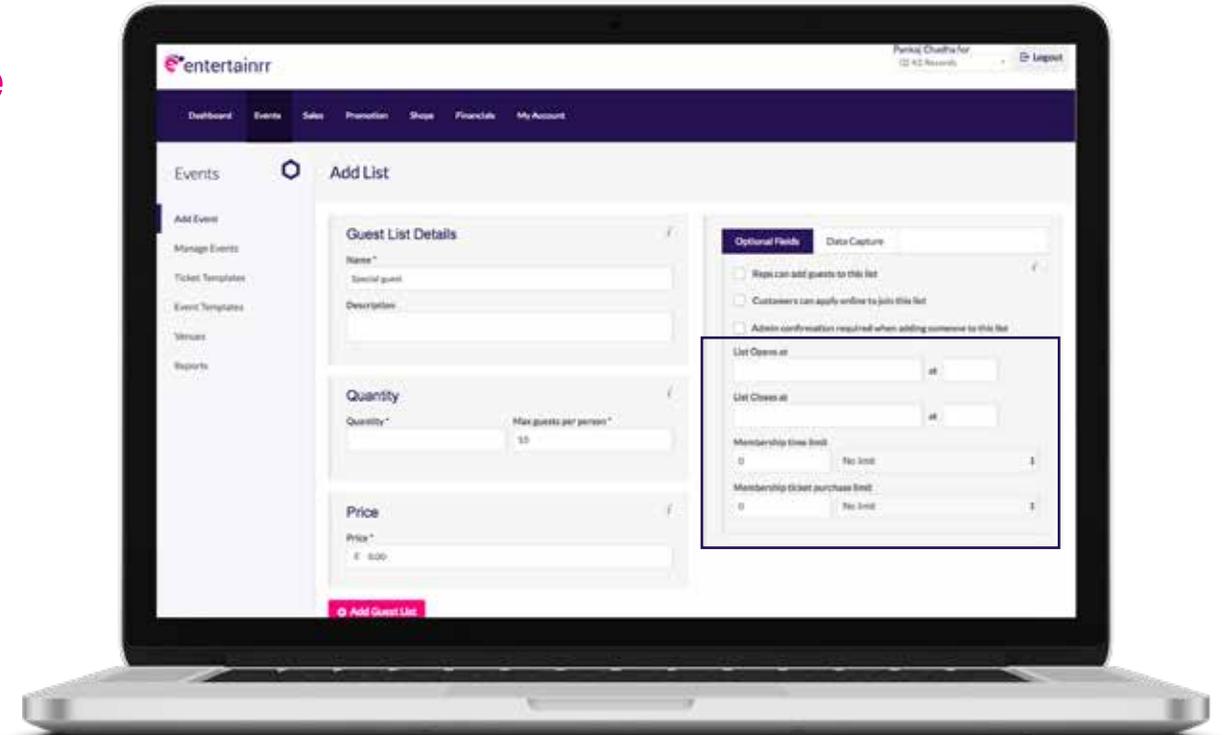
- Enter a description for your guest list
- Enter a quantity of places on the list
- Set the max number of guest each person can bring
- Enter a price (to be taken at the event, not online)



- Choose if you want reps to add guests to the list
- Choose if customers can apply online to join the list
- Choose if admin confirmation is required for adding guests to the list

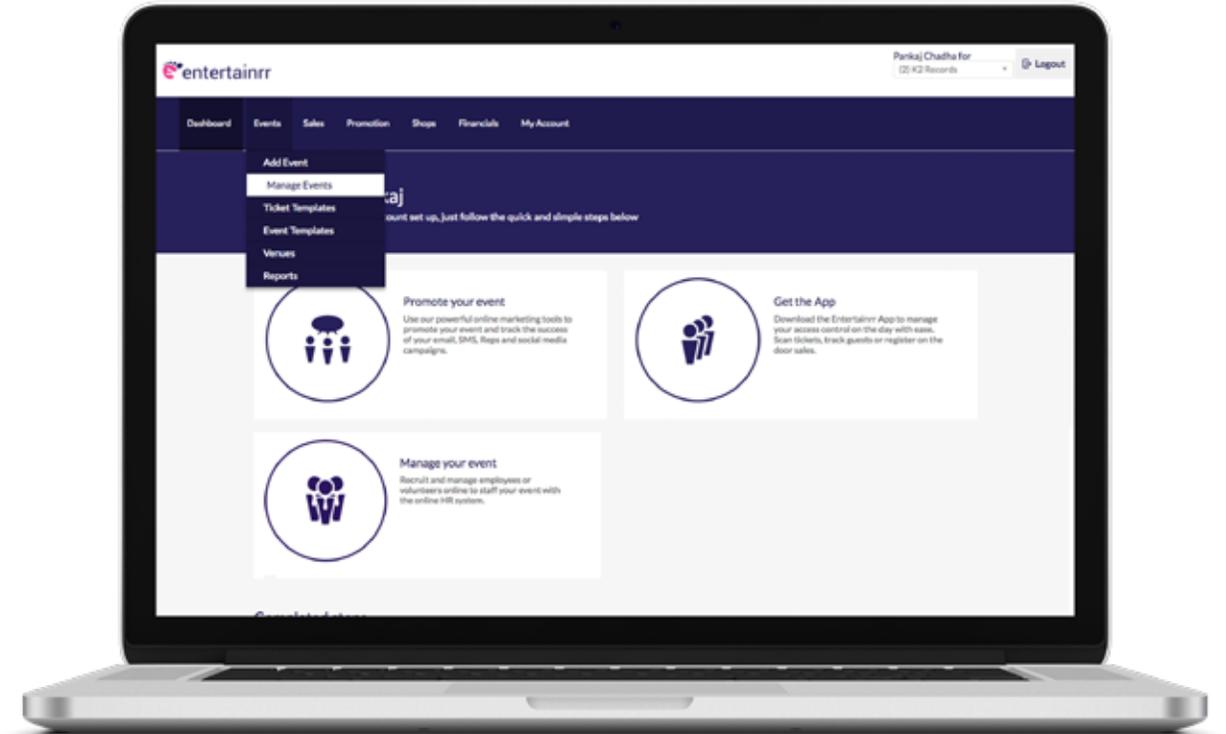


- **Set the list opening / closing time**
- **Set a time limit** for remaining on the list
- **Set a ticket purchase limit** for members of the list
- When you are finished setting up your guest list, **press Add guest List**

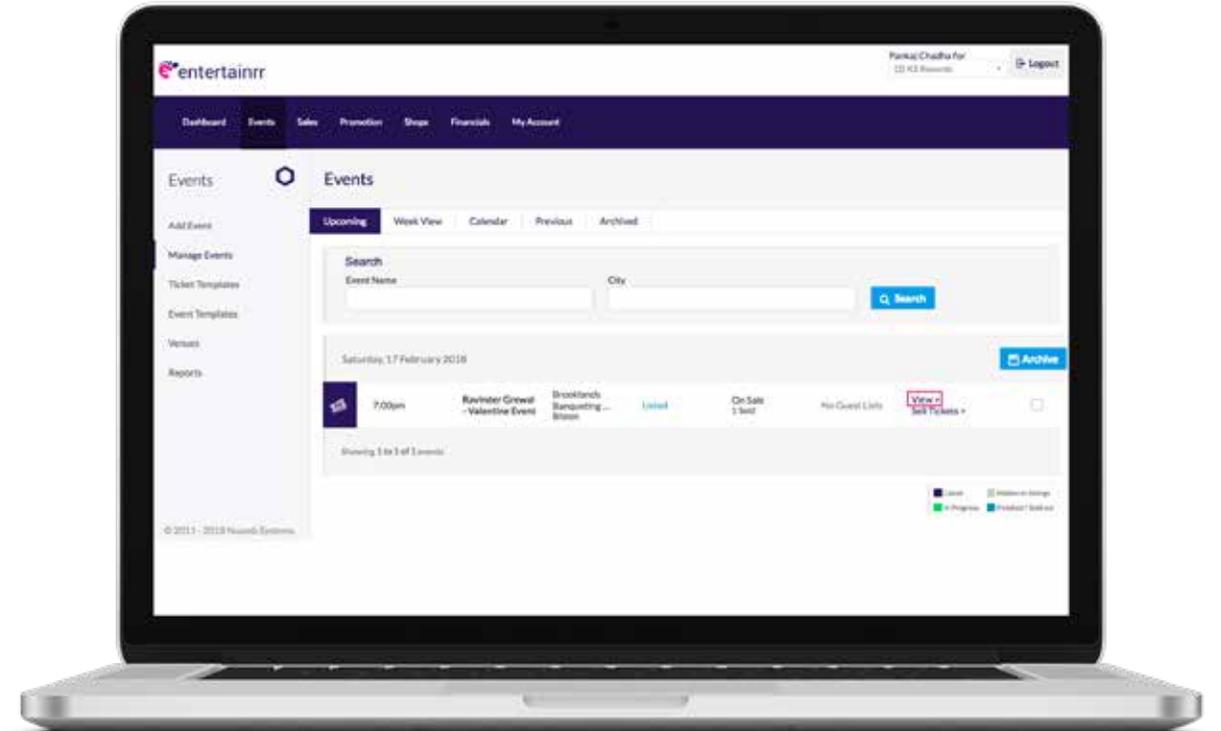


3. Make Changes to your guest list

- To view or make changes to your guest list
- **Log in to the entertainrr dashboard via admin.entertainrr.com**
- Select **Events > Manage Events** from the drop down menu

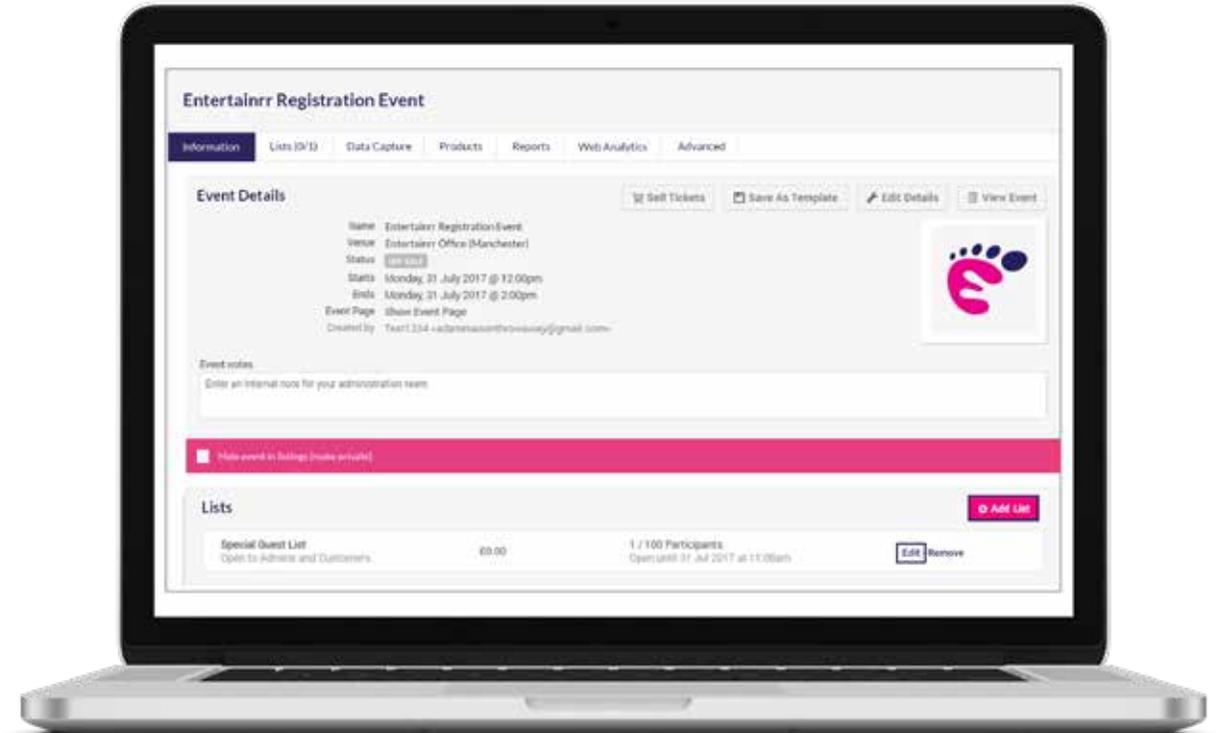


- **Locate your event** from your list of events and **press “View”**

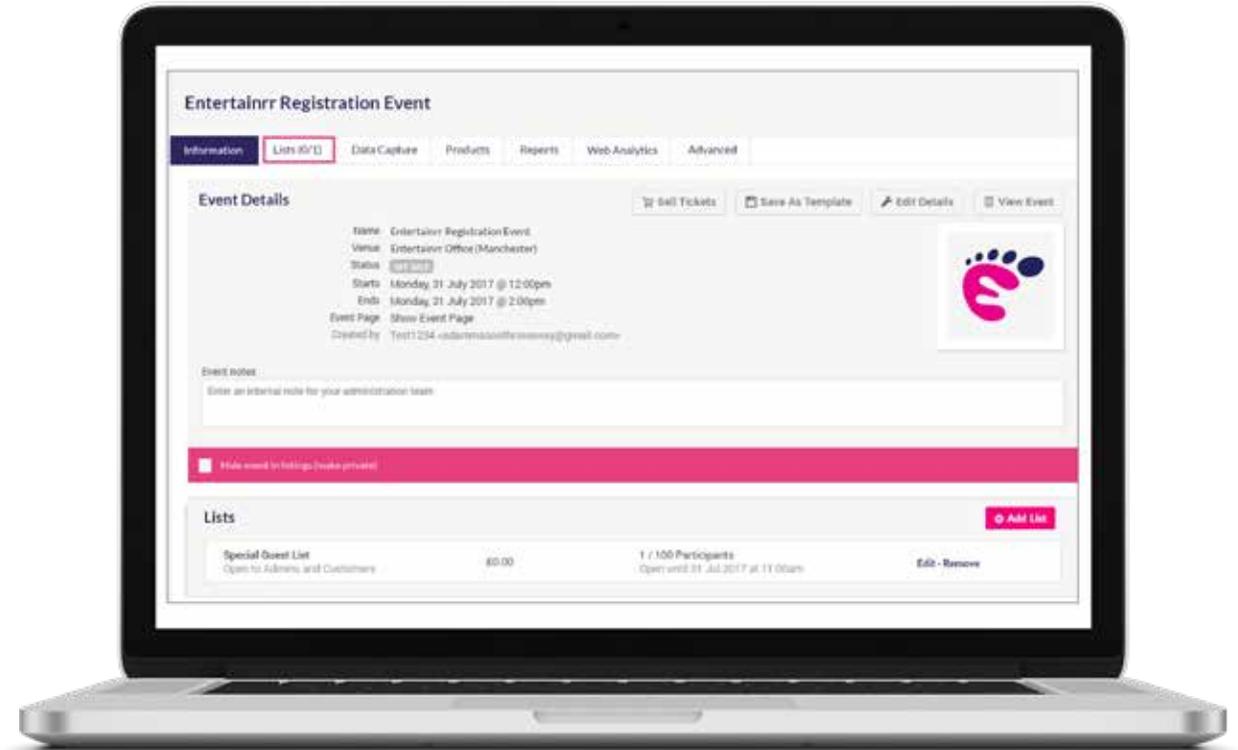


- To edit your guest list scroll down to “Lists” and **press “Edit”**
- To add a new guest list, **press “Add List”**

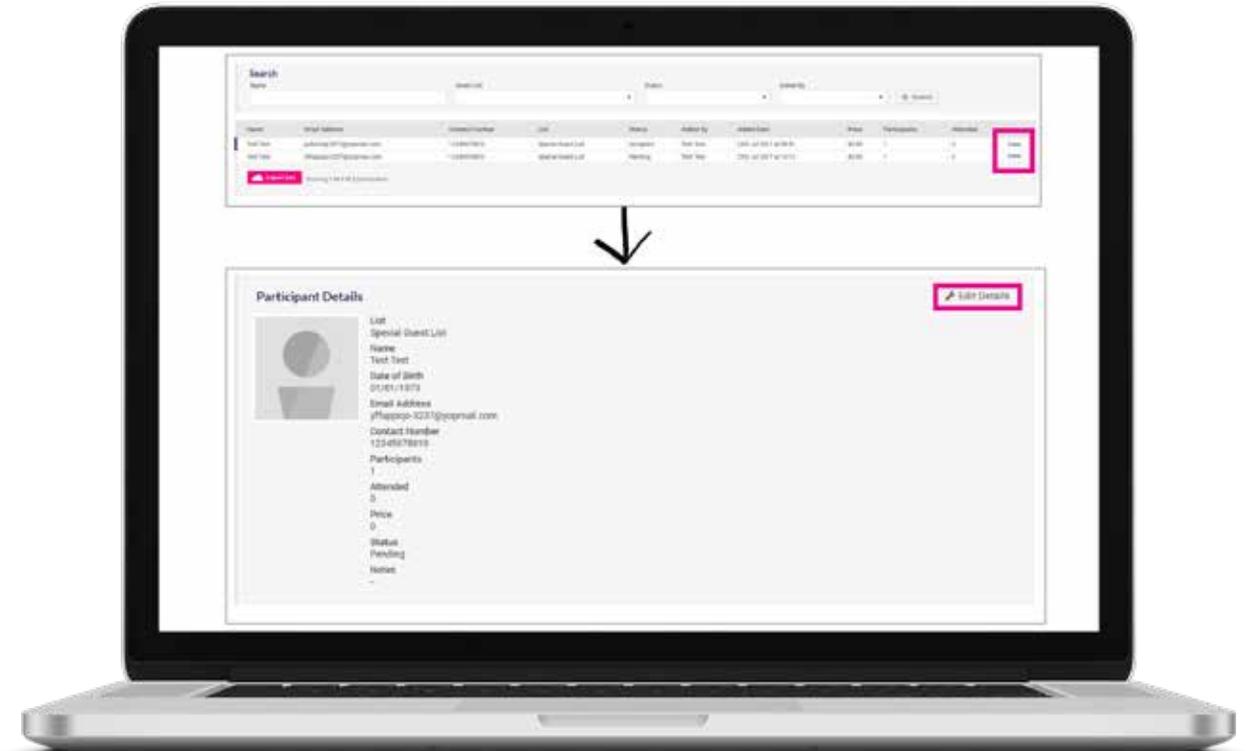
Note: The process for editing a guest list or adding a new guest list is the same as on slides 7 - 11



- To view which customers signed up to your guest list **press “Lists”**



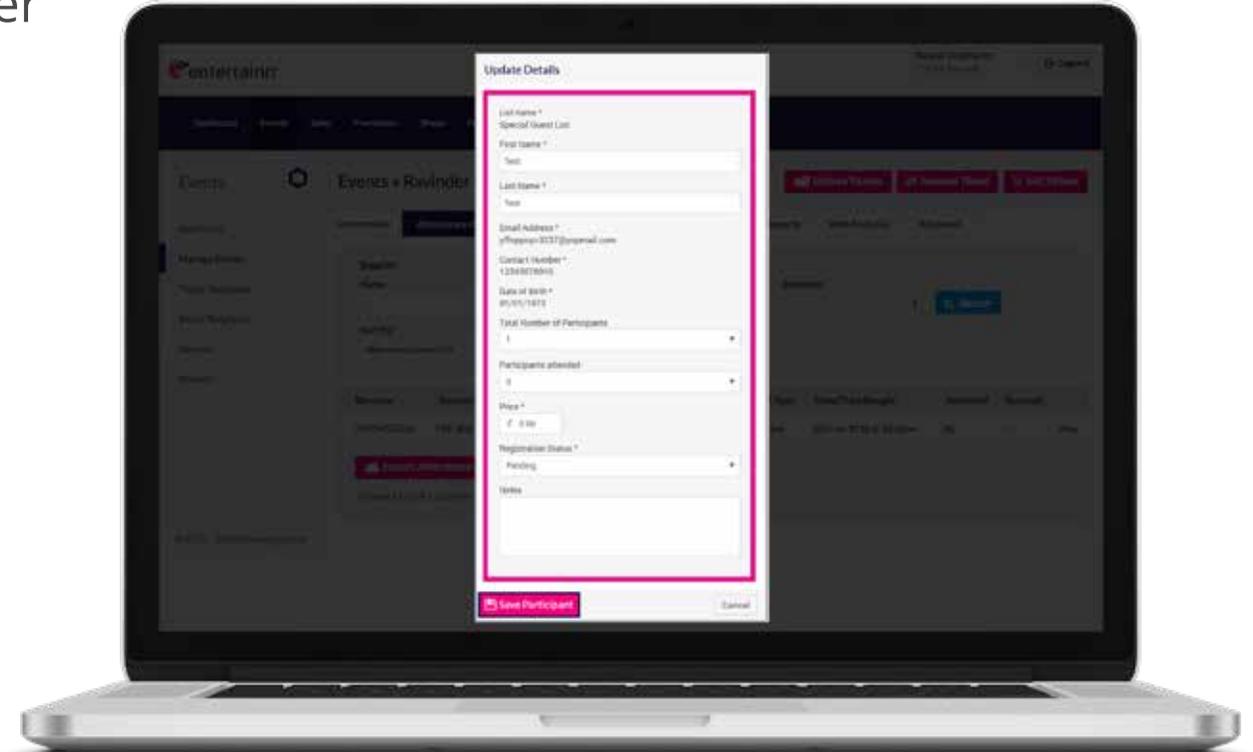
- Here you can see which customers signed up to your list
- To make changes such as accepting the request to join the list, **press “View”**
- Then on the page that follows, **press “Edit Details”**



- **Here you can:**

- Edit the details the customer
- Change the number of participants that customer can bring along
- Change the price of entry for that customer
- **Confirm / reject their registration**
- Leave any necessary notes

- **When you are finished editing the customer details be sure to click “Save Participant”**





Thank You

**If you've got any more questions
drop us a line or call:**

📞 **0800 368 7709** Mon-Fri (9:30am – 5:30pm)

✉️ **support@entertainrr.com**