

MODIFY A REGISTRATION FORM

NOTE: For an event where registration is already closed, a Registrar will be unable to take actions e.g. Add Registrant or Add from Existing or make modifications unless a modification end date has been set and not yet reached.

There may be some instances where a registration received needs to be modified on behalf of a registrant.¹ The form may be modified whilst either in a pending or approved status.

NOTE: Registrars who do not have an approval right may modify Pending registrations **only**. If the registrant has been Approved or Rejected and the registrar does not have rights to approve, he/she cannot modify those registrations.

Modify data in a registration form

- Click the name of the registrant on the list to open the registrant's profile.
- Click **Modify** in the section in need of change.

Registrant
Mme. BLABLA, Hans

Close this window

Main UN Event Pass

Registrant ID: 0

Registration date: 24-October-2019 17:50 (Europe/Zurich)

Registration status: **Registrant is approved but not for today's sessions**

Badge validity: 5-6 Mar 2020

Printed badges: 0

Registration history: [dropdown arrow]

#Approvals:1 #Pending:0 #Rejections:0


Registrant actions

Approve Set pending Reject

Email Registrant Logs Remove

Change badge validity Preview badge

Personal Data **Picture:** reg326391.jpg



Title: Mme.
Gender: Female
First Name: Hans
Surname: Blabla
Position: Senior Advisor
Institution: Government of Kosovo
Birth Date: 24/06/1966
Address:
City: Pristina
Country: Venezuela, Bolivarian Republic of
Phone:
Fax:
Email: bkania_1999@yahoo.de
Personal homepage:
Passport ID: 2777777777
Passport Origin: Venezuela, Bolivarian Republic of
Passport Expire: 01/10/2019
File upload: None

modify

¹ Except names and emails – they cannot be modified on the form.

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- After making the changes, click **Modify** to save them.

Can names be modified on a registration form?

No.

- If the registration is pending, the user should (1) update his/her profile, and then (2) update the registration form.
- If the registration is approved, it should be reset to pending. Only then can the user (1) update his/her profile, and then (2) update the registration form for re-approval.
- Only as a last resort will Indico Support modify a name on a registration form which will also update the user's profile.

Can email addresses be modified on a registration form?

No.

- If the registration is pending, the user should (1) reset his/her email address, and then (2) update the email on the registration form.
- If the registration is approved, it should be reset to pending. Only then can the user (1) reset his/her email address, and then (2) update the email on the registration form.
- Indico Support cannot update user emails.

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