FEATURES OF THE REGISTRANT LIST

Select/Deselect all

Select all: selects all visible records on the list.

Deselect all: deselects all visible records on the list.

Move columns

- Except for the first three which are stagnant, columns may be moved to another location across the list. Click, drag and drop the column to a new location.

Filters

- Click to open filter boxes under each column header into which text can be entered. Use one or more filter boxes to filter out and find records.
FEATURES OF THE REGISTRANT LIST

Reset Filters

- Click to cancel any filters applied to the list and close the filter boxes.

Show/Hide Columns

- The registrant list displays a default series of columns that contain information stemming from the registrant’s registration forms.
- You can either hide columns already on display or add more columns of data to view.

Example, to hide the email address column from the list:

(a) Click Show/Hide Columns.
(b) Click Personal Data (because that is the section on the form where the email address appears). All data fields from that section of the registration form appear including email.
(c) Where Personal Data => Email HIDE appears, click HIDE. It changes to SHOW indicating that the email addresses are now in fact hidden and that you would need to click show in order to display them again.
(d) You can also do the reverse – if something is hidden from the list but you want to have it shown, where Personal Data => Email SHOW appears, click SHOW. It changes to HIDE indicating that the email addresses are now in fact displayed and that you would need to click hide in order to hide them again.

A list of the sections on the registration form incl. “Personal Data”

A list of the fields particular to the “Personal Data” section on the registration form
FEATURES OF THE REGISTRANT LIST

Reset Columns

- Click to restore the columns in your list to those which appear by default.

Sort ascending/descending

- Click to sort data ascending/descending in the columns.

Perform a search using the search function

- Registrants may be searched for by using the Search field. Type in e.g. a name, organization, etc. and the search will display the results in the list.

Perform a search using the Filters function

- Alternatively, registrants may be found by clicking “Filters" button and applying a filter or filters. Type in e.g. a name and the filter will list its results.

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