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. 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.

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