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 modify unless a modification end date has been set and not yet reached.

Add registrant

- A registrant may be registered to an event on his/her behalf. Click **Add Registrant**.

  ![Add Registrant](image)

- A blank registration form opens to be completed in full as much as possible.

- If Indico finds that the email address entered for the registrant is not already existing in Indico, it will accept the registration and create an account for the registrant automatically against that email address.

- If, however, Indico finds that the email address entered for the registrant is already in use, the registration blocks and an error message appears. The reason is that the registrant potentially has an account in Indico already with that email address or the email address is being used by someone else (as can be the case with generic email addresses). Follow the add from existing guide below which will verify the registrant’s existence in Indico.

Add from existing^1

- An existing user of Indico may be added to the list of registrants. Click **Add from Existing**.

  ![Add from Existing](image)

^1 Applies only to Registrars whose email domain is included in the UN email domains [https://indico.un.org/admin/unmails/](https://indico.un.org/admin/unmails/) and who have been assigned the right “Add from existing”.
• A dialogue box opens. Enter a value and click **Search**. When the correct result appears, select the name and then click **Choose**.

• The registration form for the event opens with the user’s profile pre-filled. Once verified that all required information is in the form, the form can be submitted, and the registrant appears on the list for processing.

---END---