It may be necessary to verify actions or communications in respect of a registrant’s registration for an event e.g. ensure that a notification of approval email has been sent.

**How to view a registrant’s log**

- Click the name of the registrant on the list.
- When the registrant’s profile window opens, click **Registrant Logs** under **Registrant actions**.

A log appears displaying all actions and communications in respect of the registrant for the event which may be clicked on to open and read.

- ▶️ = Actions
- ⌨️ = eMails

The log may be filtered by clicking **Action** to see what actions have been taken in respect of the registrant or by **Email** for emails.

**How to view an event’s entire log**

- Click **Full log** to display the event’s entire log of all registrants (approved and rejected).

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1 Viewing a registrant’s log is a rights-based action. Depends on whether you have been assigned the right or not.