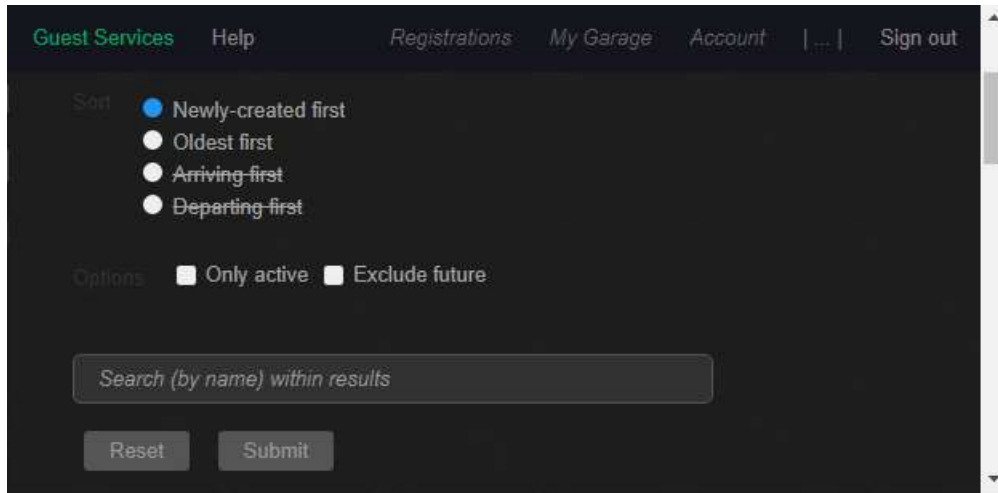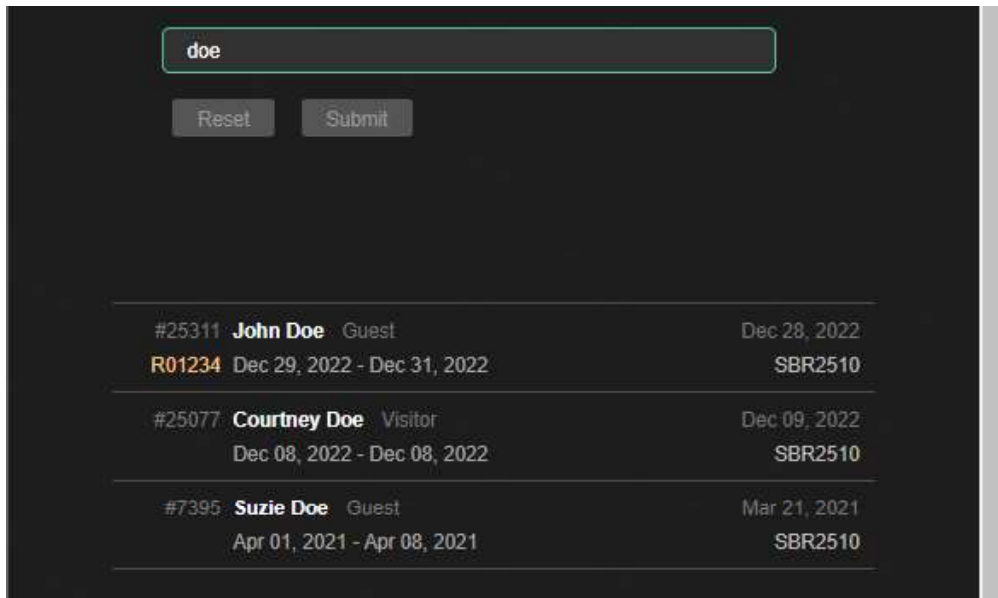Once logged in, a list of your registrations will be displayed. At this time, only Guest type registrations can be updated. The list can be filtered by making selections as shown below and clicking **Submit**. Clicking **Reset** will remove the filters and restore the list to the default view.

Registrations are displayed by ID # as well as Reference ID, if entered. Click on the desired registration to select it.
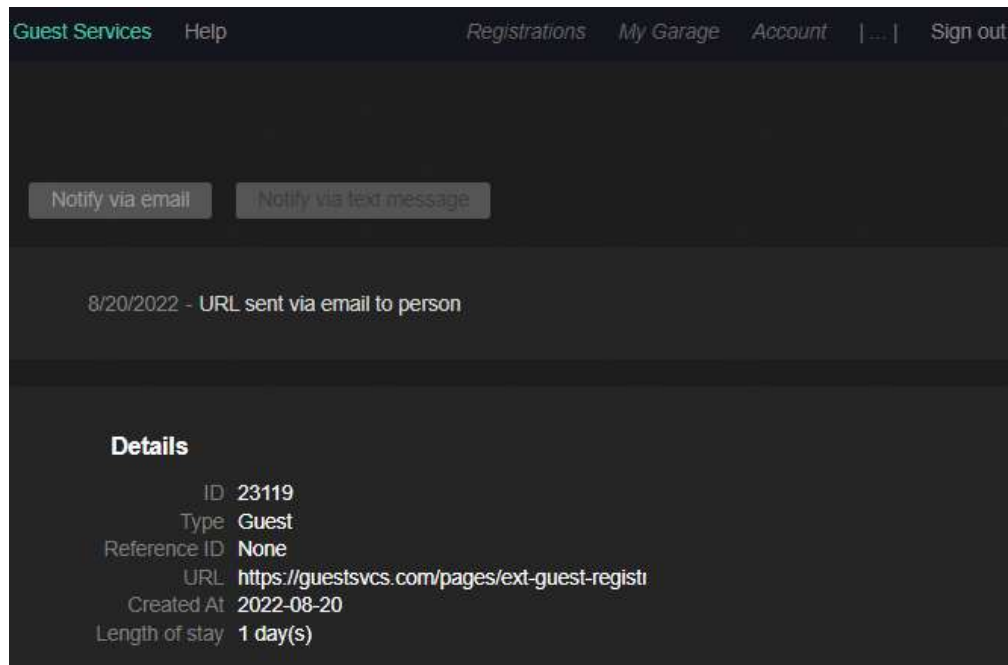
GuestSVCS

View the activity log and registration details at the top of the screen. Scroll or Page Down to make changes to the guest registration.

- If the activity log shows the "No events" notation, then an email was never sent to the guest with their registration information. Click **Notify via email** to send this information manually and verify your email preferences in your Account profile to send these emails automatically.
- If the activity log shows "Email failed to send" notation, verify that the email address entered is correct. Make changes and **Save changes**, as necessary. Click **Notify via email** to send the information manually.

- The activity log will also show when the guest has completed registration. If this is not noted, you may need to follow up with the guest to remind them to complete registration before arrival.

Make necessary changes to **First** or **Last** name, **Email**, **Phone**, **Unit**, **Dates**, and **Comments**. Click **Save changes** at the top of the page.

GuestSVCS