

How to Change Your Registration Details

Participants have ability to edit their registration details and ticket type by logging in to their Eventmaster account and managing their own booking. See Instructions below.

- 1 Login to your Eventmaster organiser account [HERE](#)
- 2 Go to Welcome > My Tickets and find the order you wish to change
Click on View Order once you have found the order.

The screenshot shows the Eventmaster user interface. The top navigation bar includes 'HOW IT WORKS', 'PRICING', 'EVENTS', 'VIRTUAL RACE RESULTS', and a user profile 'Welcome, Collete'. The left sidebar has 'My Tickets' selected. The main area displays a table of tickets:

Event	Registrant	Order	Actions
Cork City Marathon 2023 SUNDAY 04 JUN. 2023 08.15 Half Marathon	Collete Wright	#1234567878 - bought on 07.01.2023	VIEW ORDER

- 3 From here you can change your details by selecting **EDIT** in the order.

The screenshot shows the 'Order #1234567878 (COMPLETE)' page. The left sidebar is the same as in the previous screenshot. The main content area shows order details:

Order #1234567878 (COMPLETE)

Created On: 07.01.2023 20:03:59
Price: €83.93
Owner's name: Collete Wright
Owner's email: cw@testing.ie

Tickets

Event/TimeSlot/Ticket Type	Status	Barcode	Price/Fee/Total	Full Name	Last modified
Cork City Marathon 2023			€77.00		
Cork City Marathon 2023	COMPLETE	123456789	€6.93	Collete Wright	By: anonymousUser Date: 07.01.2023
Half Marathon			€83.93		

Buttons: EDIT, RESEND, PDF, CHANGE TICKET, TICKET TRANSFER