

How to Edit Event Guests

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The *edit Event Guests* functionality allows you to edit and modify the information regarding guests registered at Chicago Crime Commission events.

Click the *Edit Event Guests* link from the left area menus on your Chicago Crime Commission administrator account.

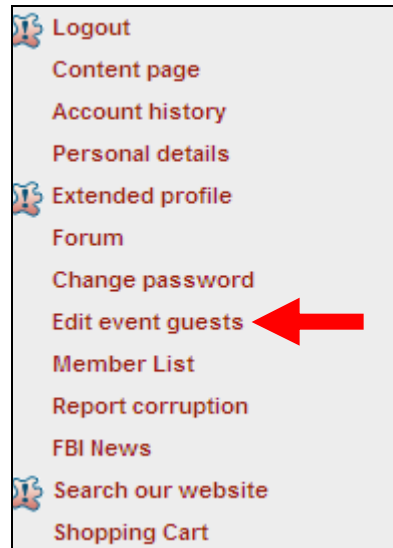


Figure 1:
Edit Event Guests Link

To continue the editing process, access the *Click to edit* link on the right part of the page next to the event of interest. The following page will open:

Edit Guest details

Guest details

Title: Mr. [v]

Email: []

First name: []

Middle name: []

Last name: []

Listed as: []

Address1: []

Address2: []

City: []

State: AK - Alaska [v]

Zip: []

Country: United States [v]

Phone number: []

Company: []

Company Title: []

Clear all fields ← 3

Fill with my details 1

Fill with Guest details ↑ 2

Save

[Back to event quests list](#)

Figure 2: Edit Guests Details

You have three options:

1. Fill in the form with your details. For this you just need to click the *Fill with my details* button and then to click *Save* to save the changes.
2. Fill in the form with the guest details using the *Fill with the Guest details* button. Press *Save* to save the information.
3. Delete the information from the fields by clicking the *Clear all fields* button.



NOTE: If you want to return to the *Edit event guest list* select *Back to event guest list* link, as shown in *Figure: Guests Details*.