



Searching for applicants

Applicant Search Menu



Race Directors can search for applicants in events to ensure that they have successfully registered online or manually entered into the correct event.

- Select the event from the top right corner
- Select Event Applicants / Entry Form - Top Menu.
- Select Event Applicants - Left Menu.

The Events Applicants search menu allows you to search for the applicant in the selected event or in the full race. The event ID and name is displayed next to the applicants details.

Administration : Event Applicants / Entry Form : Event Applicants

Event Applicants

Search:

Field:

Search:

Registration Date On or After:

Registration Date Before:

Filters:

Paid Status:

Registration Date On or After:

Registration Date Before:

Legend

Transferred

Transfer Sent

Refunded

Manually Refunded

Action Legend

- Edit Applicant
- Transfer Applicant
- Delete Applicant
- Refund Applicant
- Send Confirmation
- Applicant to Applicant Transfer

<< Previous Page 1 of 1 Next >> Payment Status: Paid

Name	App ID	Event ID	Event Name	Status	Reg Date	Transferred
1) <u>Runner_Jack</u>	13232037	39710	5K Fun Run	Paid	May 17/16	

* indicates a team application

The page also allows you to search for paid / unpaid applicants. This is handy when addressing email inquiries to confirm an applicants registration.

Thanks,
Running Room Events Team