



MANAGING YOUR EVENT ON THE WLF WEBSITE



Watch the video guide here :

<https://youtu.be/PVAXAPQrPMw>

1. Navigate to the manage page

- Click on the manage button through the menu, or through the link on the event holder homepage.
- From here you will see your full event dashboard where you can edit your event, organiser, or venue details.



2. Access registration information



- You can also see a list of all your registrations on this page.
- Click on REGISTRATIONS, then list to see a LIST of all participants and their contact details. You can also edit their information from here if you need to.

3. Export or download registration details

- Click on registrations, then export to download the list of participant information into an excel file or document (CSV). You can use this list to send group emails about your event.
- Remember to add the email addresses in the BCC field so participants don't see each other's email addresses.