

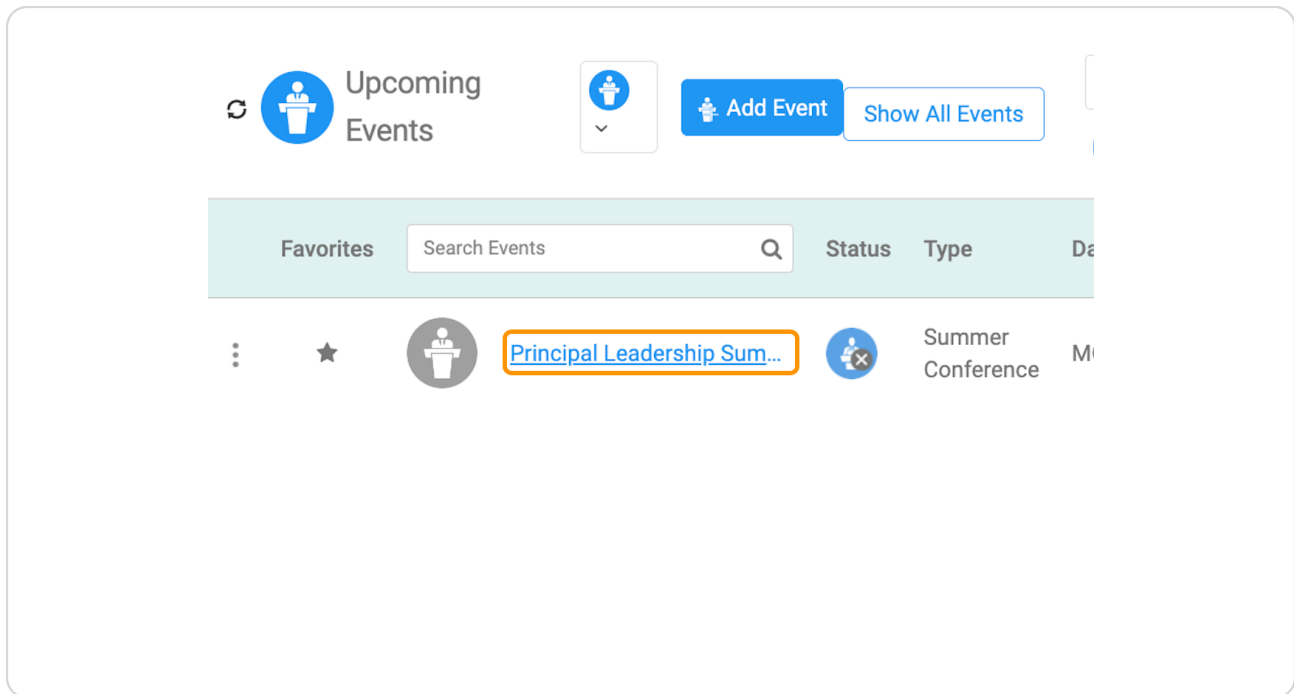
How to Enable Guest Registration on an Event

4 Steps [View most recent version](#) 

Created by	Creation Date	Last Updated
Engagifii Inc.	February 16, 2024	February 19, 2024

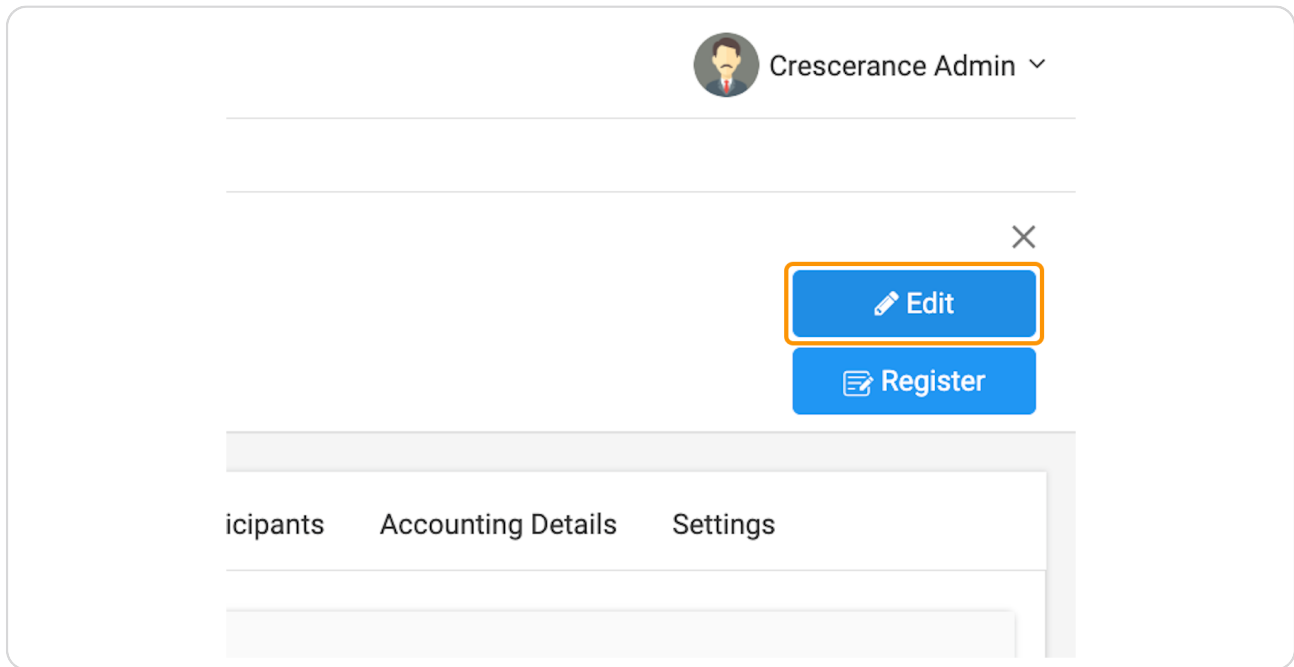
STEP 1

Click on Principal Leadership Summer Conference



STEP 2

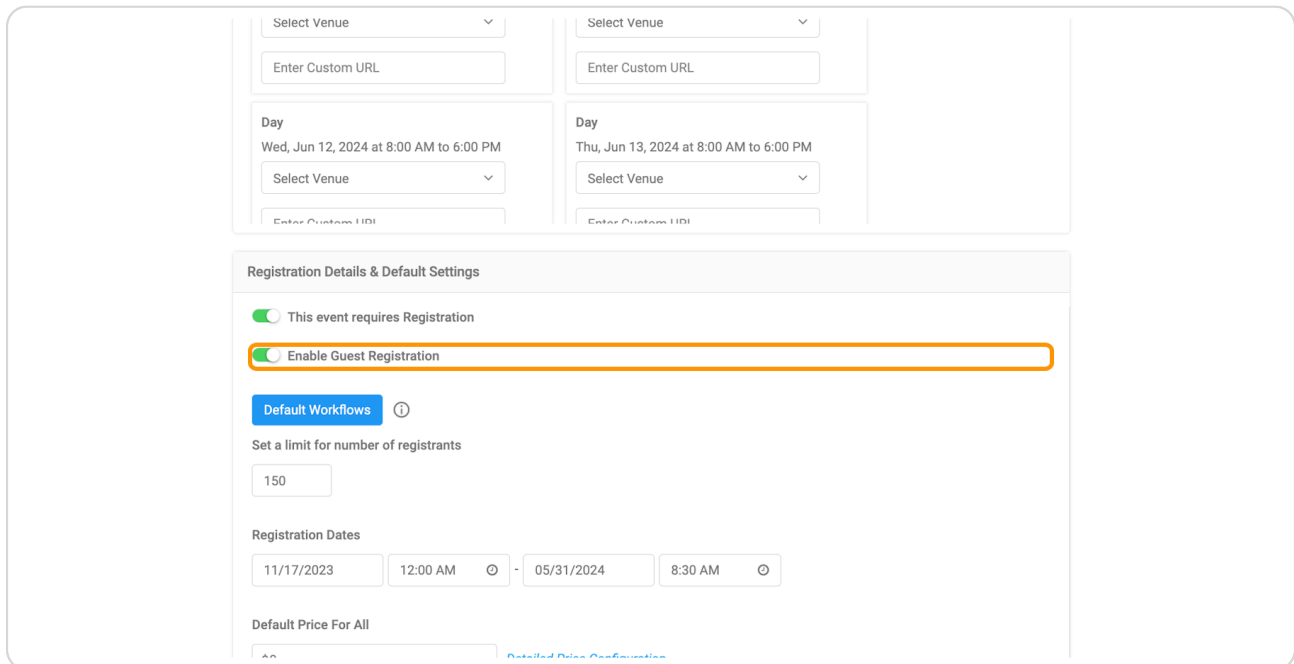
Click on **Edit**



The screenshot shows the top of the Crescerance Admin interface. At the top right, there is a user profile icon and the text "Crescerance Admin" with a dropdown arrow. Below this, there is a large empty rectangular area. To the right of this area, there is a close button (X) and two blue buttons: "Edit" (with a pencil icon) and "Register" (with a document icon). The "Edit" button is highlighted with an orange border. Below these buttons, there is a horizontal bar with three tabs: "Participants", "Accounting Details", and "Settings".

STEP 3

Click on **Enable Guest Registration**



The screenshot shows the "Registration Details & Default Settings" form. At the top, there are two columns of input fields for venue selection and custom URLs. Below these, there are two columns for event dates and times. The "Registration Details & Default Settings" section is highlighted with a light gray background. It contains a toggle switch for "This event requires Registration" which is currently turned on. Below this, there is a toggle switch for "Enable Guest Registration" which is currently turned off and highlighted with an orange border. Below the "Enable Guest Registration" toggle, there is a blue button labeled "Default Workflows" with an information icon. Below this, there is a text input field for "Set a limit for number of registrants" with the value "150". Below this, there is a section for "Registration Dates" with two date pickers: "11/17/2023" and "05/31/2024", each with a time picker set to "12:00 AM" and "8:30 AM" respectively. At the bottom, there is a text input field for "Default Price For All" with the value "100".

STEP 4

Click on Save

×

Save

▼

12:00 AM to 6:00 PM

▼

12:00 AM to 6:00 PM

