

4.f. Participants

v1

Workshop Scheduler Admin Menu

As a Community Administrator you can search for users who have registered for past or current workshops on the Registrant Search screen. Enter the User ID then click **Go** to return a list of workshops for which the user registered and the final Status of the registration: Dropped, Wait Listed, Completed (set on the Roster screen), or blank which indicates Status was Not Set.

Select the number of **Items Per Page** to display on this screen in the upper right corner of the list. If the list continues on additional screens, use the links for the pages in the center above the list to display the rest of the list.

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