

## 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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- [2. Creating a Workshop Department \(formerly known as "Learning Community"\)](#)
- [3. Terminology in the Workshop Scheduler Documentation](#)
- [4. WORKSHOP ADMINISTRATION MENU](#)
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- [6. Add or Edit a Workshop](#)
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