



## Event Registration

- How to register for an event
  1. From home screen *Select*: Projects (left hand side)
  2. *Select*: Projects (in middle of screen)
  3. *Select*: Event you are registering for
  4. *Select*: delegations and pick your delegation
  5. Add participants by *Selecting*: Add by role or by list (left hand side)
  6. Enter participant name in search or select 3 dots to the right of the search bar for additional search criteria
  7. *Select*: Save
  8. Upon completing entering your participants *Select*: Save
- Deleting and Changing Delegates in Projects
  1. *Right Click*: Participant in delegation and *Select*: This Person
    - a. *Select*: Scratch to delete
    - b. *Select*: Change to Alternate to make an alternate
    - c. *Select*: Change delegation and/or role to change if they are an athlete or volunteer