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UNIVERSITY

ANR EVENT SERVICES
MICHIGAN STATE UNIVERSITY EXTENSION

EMS – Registrant Roster

(This document is not fully accessible. If you required an accessible document please contact ANR Event Services at 517-353-3175 or events@anr.msu.edu.)

By selecting the "Registrant Roster" option, you will be directly taken to the registrant roster where you can make changes, view information and preform specific tasks.

On the roster page you can use the filters and display options to narrow in your search or leave all to see everything.

Under the "Actions" column, you can do a couple of things here:

Actions	Regis ID
Registration	
Payments	
Invoice	
Send	
Receipt	27742
Notes	
Cancel	
Late Fee	
Waive Fees	

Registration – Here you can view a registrants completed registration page(s). You can only view one registrant at a time. To edit the registration pages, edit where needed and click "Update Registration" at the bottom.

Payments – View the registrant's payment(s) here. You can see if the registrant paid via credit card, ccswipe, check, MSU account, cash, or a credit. This is also the screen where you can request a refund. See "Requesting a Refund" procedure for a complete process.

Invoice – See an overview of a registrant's registration by using the invoice link. This shows you what they registered for and if they have a balance due.

Send Bill/Send Receipt – The wording here depends on if the registrant has paid or not. If there is a balance due and you would like to send a bill, click Send Bill. It will automatically send a bill via email. On the next page, it will tell you when the last bill was sent. If it says send receipt, it will automatically send a receipt to the registrant as they do not have a balance due.

Notes – If you would like to enter notes related to the registration click here. Be aware that these will appear on the invoice that and registrants may see them.

Cancel – If a registrant needs to cancel, click Cancel. Make sure to add an explanation and check the "Cancel Registrant" checkbox above. See the "Cancelling a Registrant" procedure for more information.

Late Fee – If you need to add a late fee to a specific registrant, click here. Enter the amount and an explanation. Make sure to "Update Registration" after.

Waive fees – If you would like to waive all the registrant fees, select here and provide an explanation. Make sure to "Update Registration" after.