

Marking a Registrant as a Speaker

It's common for a registrant to later need to be assigned a speaker's role. By navigating to your contacts page, you can assign them a speaker's role so that their current headshot and details will be automatically displayed on both the speaker section of your website and event app. To do so, follow the steps below:

1. Navigate to **Contacts**
2. Select the contact record that is now a speaker.
3. Tick the box next to their name > **Set Role** > **Add Role**
4. Select the speaker role