

How to cancel someone’s registration for this year, but keep their contact info for next year (May need to be updated given we are using Monkey Chimp)

1. Login in using your admin username and password

Transferring Contact info from the new Participants list

2. Click on the green number next to “Contacts”

Search

Select an action...

Available Administration Functions

Speaker and Presentation Mgmt

[Edit Presentation Schedule](#)

[Speaker Registration](#)

[Edit Speaker Status Checklist](#)

[Edit Speaker Needs Checklist](#)

[Create Roadshow Appointments](#)

[Roadshow Appointment Participation](#)

[Class Roster Emails](#)

Contents

- Events (8)
- Speakers (16)
- Presentations (30)
- Participants (246)
- Payments (0)
- Deposits (0)
- Contacts (1318)

Reference Data

- Freq Asked Questions (9)
- Road Show Slots (20)
- Rooms (24)

3. You will see this page, it looks like the participants page, but it has “Contacts” in the upper left corner.

Contacts - All

Home | Log out dianawild | Change password

Block View

Select an action...

Page: 1 of 14 (1,318 Items)

[Previous](#) | [Next](#) | [First](#) | [Last](#)

Page:

sort | search | edit columns | delete rows | quick-add | show text

Select an action... [Apply to Checked](#)

All	L Name	F Name	Full Name	Email	User Name	
<input type="checkbox"/>	Aaskov	Linda	Linda Aaskov	aaskov@myfairpoint.net	MaineSeeker	ee2e08342e6e9
<input type="checkbox"/>	Abell	S. Janice	S. Janice Abell		janice	21edc47527d7e
<input type="checkbox"/>	Abren	Maryanna	Maryanna Abren	petermamie@msn.com	mamie	00f569ffa520b3
<input type="checkbox"/>	Abren	Peter	Peter Abren	petermamie@msn.com	peter	00f569ffa520b3
<input type="checkbox"/>	Acosta	Cheri	Cheri Acosta		peaceables	

4. Click on the “Select an action...” drop down list and select “Populate from Participants”. This will copy all the information about the new participants and add it to the Contacts list. We can do this as often as needed as it de-dupes (as best as it can) the entries in the Contacts table.

Contacts - All

Home | Log out dianawild | Change password

Block View

Select an action...

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Page:

sort | search | edit columns | delete rows | quick-add | show text

Select an action... [Populate from Participants](#)

All	L Name	F Name	Full Name	Email	User Name	Password
<input type="checkbox"/>	Aaskov	Linda	Linda Aaskov	aaskov@myfairpoint.net	MaineSeeker	ee2e08342e6e9715200e61
<input type="checkbox"/>	Abell	S. Janice	S. Janice Abell		janice	21edc47527d7e1380ea8c88
<input type="checkbox"/>	Abren	Maryanna	Maryanna Abren	petermamie@msn.com	mamie	00f569ffa520b3446269b9d
<input type="checkbox"/>	Abren	Peter	Peter Abren	petermamie@msn.com	peter	00f569ffa520b3446269b9d
<input type="checkbox"/>	Acosta	Sheri	Sheri Acosta		peaceables	
<input type="checkbox"/>	Adler	Charles	Charles Adler		cadler	d9504504749ce053e52d79f
<input type="checkbox"/>	Ahasen	Marla	Marla Ahasen	marla@seabrook.net	MarlaA	07072ef141e48b4b8ba146

5. Now you can go back to the participants list and delete the participant that asked to cancel their registration.

### Cancel a Participant’s Registration

Click on “Home” at the top right of the page to return to the Admin page.

Contacts - All

Home | Log out dianawild | Cha

Block View Select an action...

Page: 1 of 14 (1,318 Items) Previous | Next First | Last Page: >>

sort | search | edit columns | delete rows | quick-add | show text

Select an action... Apply to Checked

All	L Name ↑	F Name	Full Name	Email	User Name
None					
<input type="checkbox"/>	Aaskov	Linda	Linda Aaskov	aaskov@myfairpoint.net	MaineSeeker
<input type="checkbox"/>	Abell	S. Janice	S. Janice Abell		Janice

Go to the Participants list by clicking on the green number next to “Participants”

Family History Conference 2012 - Contents

Home | Log out dianawild | Cha

Search Select an action...

Available Administration Functions

Speaker and Presentation Mgmt

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Speaker Registration

Edit Speaker Status Checklist

Edit Speaker Needs Checklist

Contents

- Events (8)
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- Deposits (0)
- Contacts (1318)

3. You will see the list of participants. Find the participant you want to cancel. Unless the person is on the first page, the best way to do this is to use the “Search” function. Click on “Search”

Participants - All

Home | Log out dianawild | Cl

Block View Select an action...

Page: 1 of 3 (246 Items) Previous | Next First | Last Show All Page: >>

sort search edit columns | delete rows | quick-add | show text

Select an action... Apply to Checked

All	L Name ↑	F Name	Full Name	Email	Email Confirmed	
None						
<input type="checkbox"/>	Acosta	Liegh	Liegh Acosta	Callmemart@yahoo.com		Liegh Acc
<input type="checkbox"/>	Aillery	Mary	Mary Aillery	meaillery@gmail.com	true	maillery
<input type="checkbox"/>	Anderson	Jane Dixon	Jane Dixon Anderson	andixj@hotmail.com	true	andixj
<input type="checkbox"/>	Ankenbauer	Robert	Robert Ankenbauer	robert@yesterdaysmysteries.com	true	bob_anke

Your page will change to look like this, select “L Name” for “Lastname” and type in the last name of the person whose registration you want to cancel and click on the grey search button.

Participants - All

Home | Log out dianawild

Block View Select an action... ▼

Page: 1 of 3 (246 Items) Previous | Next First | Last Show All Page:  28

sort | search | edit columns | delete rows | quick-add | show text

Only show rows where L Name ▼ is Sweeney Search

Select an action... ▼ Apply to Checked

All   None	L Name ↑	F Name	Full Name	Email	Email Confirmed	
<input type="checkbox"/>	Acosta	Liegh	Liegh Acosta	Callmemart@yahoo.com		Liegh
<input type="checkbox"/>	Aillery	Mary	Mary Aillery	meaillery@gmail.com	true	mail
<input type="checkbox"/>	Anderson	Lisa Dixon	Lisa Dixon Anderson	andlisa@hotmail.com	true	andlisa

Your page will now look like this.

Participants - All

Home | Log out dianawild

Block View Select an action... ▼

Page: 1 of 1 (1 Items) Previous | Next First | Last Show All Page:  28

sort | search | edit columns | delete rows | quick-add | show text

Only show rows where L Name ▼ is Sweeney Search Cancel

Select an action... ▼ Apply to Checked

All   None	L Name ↑	F Name	Full Name	Email	Email Confirmed	User Name	Address Line1	Address Line2	City	Stat
<input type="checkbox"/>	Sweeney	Brian	Brian Sweeney	Swoopref@aol.com	true	Swoopref	35 Edmund Rd.		Artington	MA

Click on the check box to the right of the participant’s name and choose “Delete” from the “Select an action...” drop down list.

Participants - All

Home | Log out dianawild

Block View Select an action... ▼

Page: 1 of 1 (1 Items) Previous | Next First | Last Show All Page:  28

sort | search | edit columns | delete rows | quick-add | show text

Only show rows where L Name ▼ is Sweeney Search Cancel

Select an action... ▼ Apply to Checked

All   None	L Name ↑	F Name	Full Name	Email	Email Confirmed	User Name	Address Line1	Address Line2	City	Stat
<input checked="" type="checkbox"/>	Sweeney	Brian	Brian Sweeney	Swoopref@aol.com	true	Swoopref	35 Edmund Rd.		Artington	MA

Block View Select an action... ▼

6. Then click on the grey button, “Apply to Checked”.

is

Delete **Apply to Checked**

All	L Name	F	Full Name	Email	Email
None	Name				Confirm
<input checked="" type="checkbox"/>	Sweeney	Brian	Brian Sweeney	Swoopref@aol.com	true

Block View Select an action...

A message box will appear confirming that you want to delete the participant. Click the “OK” button and your participant will be removed, i.e., cancelled. The Participant information is deleted including their class, roadshow, lunch and syllabus selections. They will no longer be counted in any of the counts for the conference. As you can see there are several points in this process to change your mind about deleting the participant, this is how the system ensures you are sure. If the participant changes their mind and wants to register after all, just tell them to go back to the website and start over.

Block View Select an action...

Page: 1 of 1 (1 Items) Previous | Next First | Last Show All Page:

sort | search | edit columns | delete rows | quick-add

Only show rows where L Name

The page at www.nefamilyhistory.com says:  
Apply to all checked items. Are you sure?  
OK Cancel

Delete **Apply to Checked**

All	L Name	F	Full Name	Email	Email	User	Address Line1	Address	City	State	Zip
None	Name	Name			Confirmed	Name		Line2			
<input checked="" type="checkbox"/>	Sweeney	Brian	Brian Sweeney	Swoopref@aol.com	true	Swoopref	35 Edmund Rd.		Arlington	MA	020

Block View Select an action...