



Managing Event Registration and Wait Lists

Guidance for Committee Chairs

Admin View

When in Admin View it will say Public View here. Click on Public View to get to Public pages.

Click on
Events to get
to Events Page

Personality
WildApricot

Dashboard

Public view

Dashboard

Current version is 9.0.2, released on 3 March 2025. [See release history](#)

Service Notice: Mandatory Two-Factor Authentication for Admins

To comply with PCI DSS 4 requirements, Two-Factor Authentication (2FA) will become mandatory for all full and website administrators accessing the WildApricot Admin UI starting March 31, 2025. For detailed instructions, visit, <https://gethelp.wildapricot.com/en/articles/2885>

Upcoming events

Reg. open	Reg. closed	Admin only	Past
73	70	13	

[Spring Chairs 2025 \(Carolyn\)](#)

Start: February 01, 2025 (UTC -08:00)
End: July 31, 2025 (UTC -08:00)

[Spring 2025 Chairs \(Jenifer\)](#)

Start: February 01, 2025 (UTC -08:00)
End: July 31, 2025 (UTC -08:00)

[Knitters & Crafters: Knitters & Crafters Bimonthly Gathering](#)

Start: February 13, 2025 - 3:00 PM (UTC -08:00)
End: July 24, 2025 - 5:00 PM (UTC -08:00)
Session 3 of 12
Java Station, 4447 Hollister Ave, Santa Barbara, Califor...



Santa Barbara
Newcomers Club

View Your Event



Once on Events Page, use the search box to find your event. For this event, you can type in Beer Lovers or Beer.

Beer Lovers: We Got Annex (Registration Opens December 31)

January 20, 2025, 6:00 PM – 9:00 PM @ Validation Ale Annex at 2840 De La Vina St, Santa Barbara CA 93105

Visible to [Restricted levels/groups](#) 🔒

Allow registration ☒

Registration is enabled.



Click to see
list of
Registrants

Event details

Registration form

Ticket types & settings

Emails

Registrants & Invitees

Waitlist & settings

Basic information

Description



Santa Barbara
Newcomers Club

Check the Waitlist



Beer Lovers: We Got Annex (Registration Opens December 31)

January 20, 2025, 6:00 PM – 9:00 PM @ Validation Ale Annex at 2840 De La Vina St, Santa Barbara CA 93105

Visible to [Restricted levels/groups](#)

Allow registration Registration is enabled.

Click here to see list of
Newcomers on the
Waitlist.



Event details

Registration form

Ticket types & settings

Emails

Registrants & Invitees

Waitlist & settings

Once you click on the name, you can click Send Email (see next slide) to inform them of the opening and confirm interest, but often quick to call or text.

You can add
Newcomers
on the Waitlist
to the Event
by clicking on
their name.

Reach Out to Members on the Waitlist: Newbies First!



Name	Joined waitlist	Registration details	Status
Puma, Cathy	29 Dec 2024, 8:58 AM	Newcomers (including Extended Newcomer	On waitlist
HOUSTON, MOLLY	31 Dec 2024, 4:29 PM	Newcomers (including Extended Newcomer	On waitlist
Brakeman, Amy	14 Jan 2025, 8:52 PM	Newcomers (including Extended Newcomer	On waitlist
Henry, Tom	14 Jan 2025, 8:53 PM	Newcomers (including Extended Newcomer	On waitlist



Look at Registration Details for Newbies

Register New Member

Once you click Register, this box will say "Send Notification" Click to notify of Registration.

[Edit](#) [Remove from waitlist](#) [Send email](#)

[Back](#) [<< Prev](#) 3 of 3 [Next >>](#)

Waitlist registration for Local Heritage: Hidden Treasures (Registration Open March 4)

Registration received from
[Jenifer Beatty](#) (64068178, jeniferbeatty1@gmail.com)

Event registration form

Share registration ☒ Show registration on event registrants list

Date joined March 16, 2025, 5:55 PM

Ticket type Newcomer

Total amount \$22.00

Status On waitlist

[Register now](#) [Send email](#)

Click on Edit button to show the registrants name when added to Registrants list.
Every time you click **Edit**, be sure to click **Save**!

Click to Register

Register New Member and Generate an Invoice

[Edit](#) [Cancel registration](#) [Confirm without invoice](#) [Generate invoice](#) [Delete](#) [Send notification](#)

[Back](#) << [Prev](#) 3 of 3 [Next](#) >> [Financial transactions](#) [View email log](#)

Event registration for [Local Heritage: Hidden Staircase Tour \(Registration Open March 4\)](#)

Registration received from
[Jenifer Beatty](#) (64068178, jeniferbeatty1@gmail.com)

Event registration form [Edit](#)

Share registration ☒ Show registration on event registrants list

First name Jenifer

Last name Beatty

e-Mail jeniferbeatty1@gmail.com

Phone 9167477971

Street Address 4978 San Marcos Ct

City Santa Barbara

Zip Code 93111

Registration date March 16, 2025, 5:57 PM

Ticket type Newcomer


Total amount \$22.00 (No invoice)

Checkins ☒ Jenifer Beatty

Never updated

[Cancel registration](#)

Generate Invoice for Paid Event




 Registration does not have corresponding invoice

[Confirm without invoice](#) [Generate invoice](#)

Name will show on Registrants list

Find the Registrant Who Has to Cancel



Event details	Registration form	Ticket types & settings	Emails	Registrants & Invitees	Waitlist & settings
Filter All	Sort by Registrant name	Search		Records found: 13	
Check in	Registrant Name, Email, Organization	Membership Status, Renewal due, Level	Registration Ticket type, Amount, Date, Invoice	Payment status	
	 Appelman, Wade wade@wadeapp.com	Active member 4 Jun 2025 NewcomerMember	Newcomers - \$24.00 17 Jan 2025, 7:28 AM Invoice # 51065	Paid	
	 Boyce, Richard rboyce@erols.com	Active member 22 Feb 2025 ExtendedNewcomer	Working Committee - \$24.00 30 Dec 2024, 4:16 PM Invoice # 50838	Paid	
	 Fauli, Jim jefauli@gmail.com	Active member 10 Apr 2025 ExtendedNewcomer	Newcomers - \$24.00 5 Jan 2025, 9:26 AM Invoice # 50871	Paid	





Santa Barbara
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Cancel Registrant

* Remember - you can cancel a REGISTRANT, but only VP's can CANCEL an EVENT

Event registration for [Beer Lovers: We Got Annex \(Registration Opens December 31\)](#)

Registration received from
[Wade Appelman](#) (69520976, wade@wadeapp.com)

Event registration form

Edit

General

Cancel registration

PAID

Share registration ☒ Show registration on event registrants list

First name **Wade**

Last name **Appelman**

e-Mail wade@wadeapp.com

Phone **7814397480**

Street Address **1807 Lighthouse Way**

City **Santa Barbara**

Zip Code **93109**

SBNC Event Waiver & Media Release ☒ [SBNC Event Waiver & Media Release](#)

Organization

Prospect Contact Type

Registration date **January 17, 2025, 7:28 AM**

Ticket type **Newcomers**

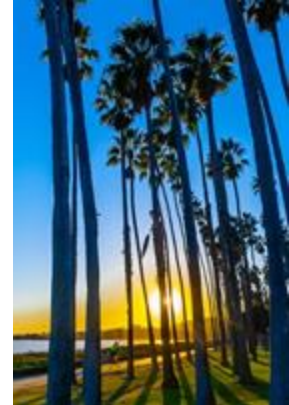
Total amount **\$24.00** [Invoice #51065](#)

Checkins ☒ **Wade Appelman**
Never updated

Internal notes



Cancel Registrant



Cancel registration for Wade Appelman

Invoice #51065 will be voided.
Settled payment will be removed from invoice.

Reason for cancelling registration:

Jane Doe will replace Wade Appelman



In order for the person who is cancelling to be reimbursed, you must enter the full name of the person who will take their place HERE as the *“Reason for cancelling registration”*

Cancel registration

Close