



Managing Event Registration and Wait Lists

Guidance for Committee Chairs

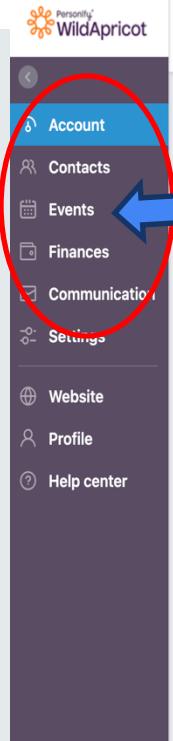


Santa Barbara
Newcomers Club



Dashboard

Click on
Events to get
to Events Page



Admin View

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



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
73	70	13
Past		

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...



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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



Check the Waitlist



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

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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





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Register New Member

Edit

Remove from waitlist

Send email

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

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

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

Registration received from

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

Event registration form

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

Date joined March 16, 2025, 5:55 PM

Ticket type Newcomer

Total amount \$22.00

Status On waitlist

[Register now](#)

[Send email](#)

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](#) [Cancel registration](#)

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

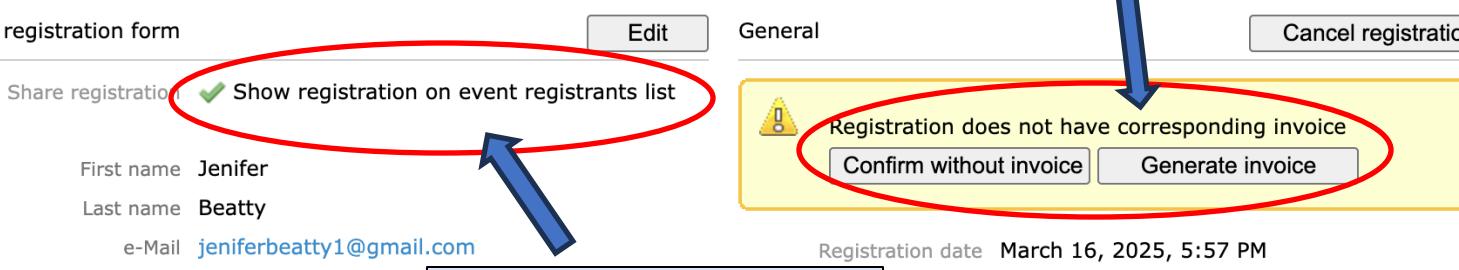
Name will show on Registrants list

Generate Invoice for Paid Event

General

Registration does not have corresponding invoice
[Confirm without invoice](#) [Generate invoice](#)

Registration date March 16, 2025, 5:57 PM
Ticket type Newcomer
Total amount \$22.00 (No invoice)
Checkins Jenifer Beatty
Never updated





Find the Registrant Who Has to Cancel



Registrants & Invitees				
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
	Faul, Jim jefaul@gmail.com	Active member 10 Apr 2025 ExtendedNewcomer	Newcomers - \$24.00 5 Jan 2025, 9:26 AM Invoice #50871	Paid



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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

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

General

Cancel registration

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”*