



Make a Participant Registration Private or Public

By making a Registration **Private**, site users **will not be able to Search** for the Participant.

Login to the EMC and select the event you would like to manage.

- Click on the **Customer Service** tab.
- Click **Manage Participant**, under the Related Actions menu.
- **Scroll** or **Search** for the Participant Name
- Click **Manage Participant**.
- Click **Make Private**, under the Related Actions menu.
- On the next screen, click **Make Private** to complete.

Welcome back Amanda Oldershaw [Click here to logoff](#) [Help](#)

Event Center Event Web Site Event Emails **Customer Service** Reports [+ Switch To Another Event](#)

Customer Service > Manage Participants > Manage Participant Daffodil Dash - Columbia Valley 2016

Related Actions

- ▶ [Record Donation](#)
- ▶ [Edit Contact Information](#)
- ▶ [Edit Registration](#)
- ▶ [Make Inactive](#)
- ▶ **[Make Private](#)**
- ▶ [Create New Team](#)
- ▶ [Change Team](#)
- ▶ [Reset Password](#)
- ▶ [Edit Pages](#)

This is a summary that shows the contact, registration, Personal Page, team, and fundraising information for the selected participant and the tools that you can use to work with this information.

Name:	Ms. Amanda Oldershaw
Email:	aoldershaw@bc.cancer.ca
Username	amandaoldershaw
Participation Type:	Adult
Registration Type:	Offline
Fundraising Goal:	\$0.00
Registration Status:	Active
Personal Page:	Public

[Gift History](#)

Once a participant has been made **Private** the option on the left side changes to **Make Public** and the Personal Page Status changes to **Private**.

Welcome back Amanda Oldershaw [Click here to logoff](#) [Help](#)

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Customer Service > Manage Participants > Manage Participant Daffodil Dash - Columbia Valley 2016

Related Actions

- ▶ [Record Donation](#)
- ▶ [Edit Contact Information](#)
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- ▶ [Make Inactive](#)
- ▶ **[Make Public](#)**
- ▶ [Create New Team](#)
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This is a summary that shows the contact, registration, Personal Page, team, and fundraising information for the selected participant and the tools that you can use to work with this information.

Name:	Ms. Amanda Oldershaw
Email:	aoldershaw@bc.cancer.ca
Username	amandaoldershaw
Participation Type:	Adult
Registration Type:	Offline
Fundraising Goal:	\$0.00
Registration Status:	Active
Personal Page:	Private

[Gift History](#)

To make a Participant Public and searchable again, click **Make Public**.