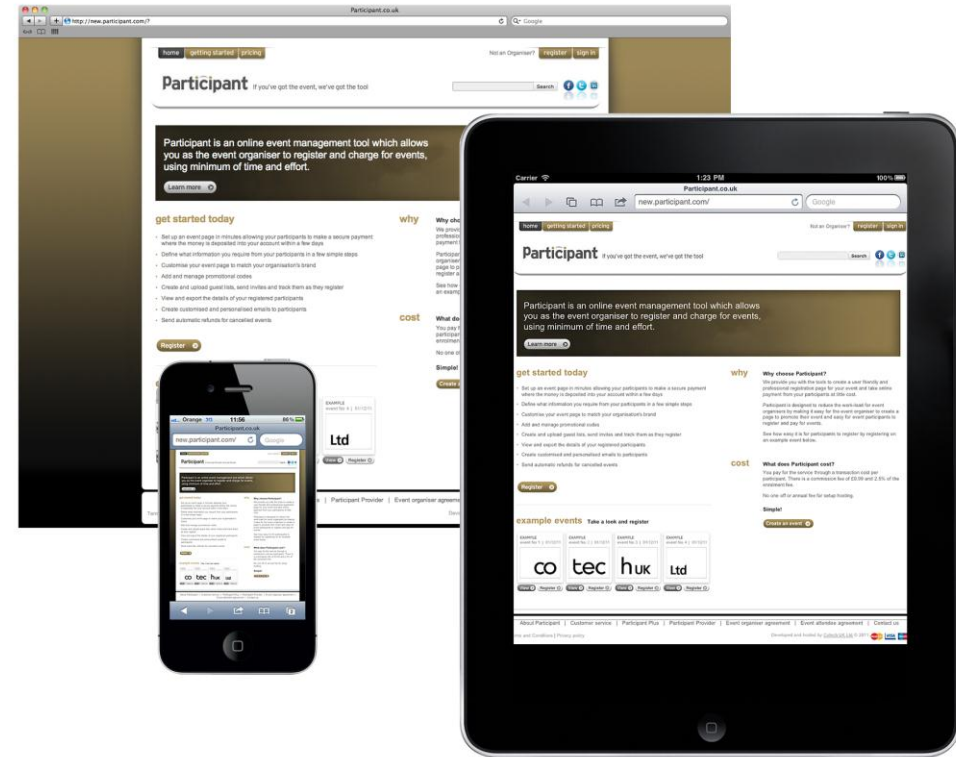


Participant.co.uk User Guide



Online event management made easy!

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1 Register

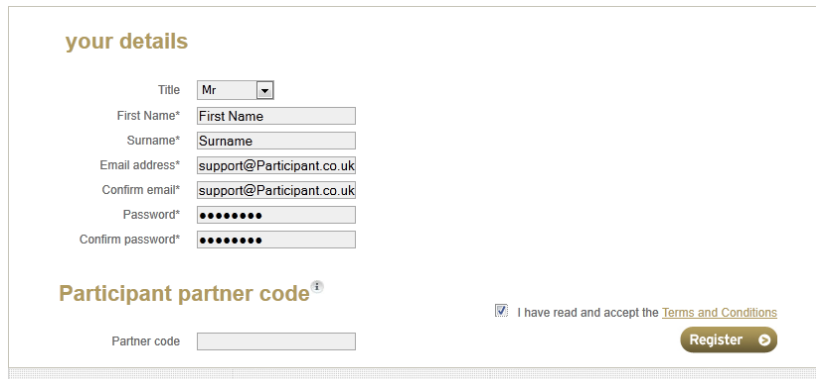
In order to run your event on Participant you will firstly need to register as an event organiser. To register;

1. Click the register menu item in the top right hand corner.



Event organisers can either register as an individual or organisation. Registering as an organisation allows you to enter your organisation details and have multiple event organisers.

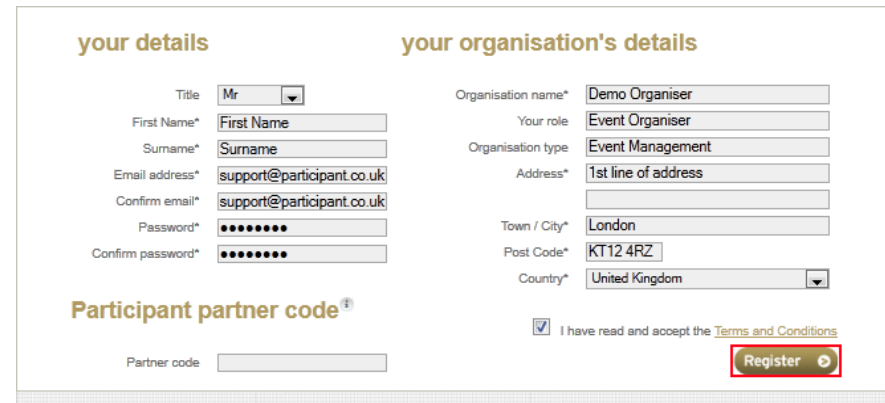
2. To register as an individual enter the mandatory information, read and tick the Terms and Conditions and click Register.



3. To register as an organisation click the appropriate menu item.



In order to register as an organisation enter the mandatory information, read and tick the Terms and Conditions and click Register.



Once you have successfully registered you will be displayed your Participant administration home page. For instructions on creating an event go to section 4.

2 Signing in

Once registered, you can sign in and create your first event.

1. Click the sign in menu item in the top right hand corner.

Not an Organiser? [register](#) [sign in](#)

2. Enter your email address and password and then click Sign in.

organiser sign in

Please enter you email address and password below.

Email address
Password

[Forgot Password?](#)

[Sign in](#)

3 Home page

The homepage is the first page that is displayed when you sign in to Participant.

1. Your latest events. This section displays the 5 events with the earliest 'Registration End' date that have not passed. Click 'More>>' to view all your events.

your latest events

Event name	Participants	Total (£)	Event Start	Event End	Registration End	Published
Example Event 1	10/200	440.00	01/12/2011 12:00	01/12/2011 17:00	30/11/2011 23:00	Yes
Example Event 2	1/200	24.00	01/12/2011 12:00	01/12/2011 13:00	30/11/2011 23:00	Yes
Example Event 3	0/200	0.00	01/12/2011 12:00	01/12/2011 17:00	30/11/2011 23:00	Yes
Example Event 4	0/200	0.00	01/12/2011 12:00	01/12/2011 17:00	30/11/2011 23:00	Yes
Example Event 5	0/200	0.00	01/12/2011 12:00	01/12/2011 13:00	30/11/2011 23:00	Yes

[More >>](#)

2. Your latest transactions. This section displays the 5 most recent transactions for your events. Click 'More>>' to view all your transactions.

your latest transactions

Event name	Price Category	Order Number	Paid	Price (£)	Participant	Email address	
Example Event 1	Early Booking Price	864682	26/08/2011 13:32	30.00	Surname, First Name	support@participant.co.uk	Refund
Example Event 1	Early Booking Price	864674	26/08/2011 13:29	30.00	Surname4, First Name4	support@participant.co.uk	Refund
Example Event 1	Full Price	864635	26/08/2011 12:54	50.00	Surname3, First Name3	support@participant.co.uk	Refund
Example Event 1	Early Booking Price	864626	26/08/2011 12:48	30.00	Surname2, First Name2	support@participant.co.uk	Refund
Example Event 2	Early Booking Price	864520	26/08/2011 11:38	30.00	Surname1, First Name1	support@participant.co.uk	Refund

[More >>](#)

3. Your latest settlements. This section displays the 5 most recent weekly settlement reports which have been processed. Click 'More>>' to view all your settlements.

your latest settlements

Reference	Account	Gross	Oupaid	Paidout
Participant payment week 34.	1234	100,00	90,00	3
Participant payment week 33.	1234	100,00	90,00	2
Participant payment week 32.	1234	100,00	90,00	1
Participant payment week 31.	1234	100,00	90,00	09/08/2011 15:13
Participant payment week 30.	1234	100,00	90,00	02/08/2011 15:00

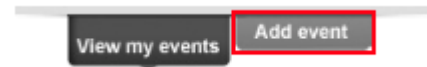
4 Creating an Event

As a registered event organiser you can create an event from scratch or by copying one of your other events. To add or copy an event, follow the steps below.

1. Click the 'My events' menu item at the top of the page.



2. Click the appropriate add or copy menu option. If you are adding an event for the first time then you will only be able to select 'Add new event'.



3. If you adding a new event then click 'Next'.

select event type

Add new event

Copy an existing event

Next >>

4. If you copying an event then select 'Copy an existing event' and click the event you wish to copy.

select event type

Add new event

Copy an existing event

select event

Select year

Event name	Location	Event created date	Event start date
Example Event 1	1st line of address Town/City	24/08/2011	03/09/2011
Example Event 2	1st line of address Town/City	25/08/2011	03/09/2011
Example Event 3	1st line of address Town/City	26/08/2011	03/09/2011

4.1 Event details

It is now time to enter the main details of your event. Use the spaces provided to enter the following information. All details must be entered in less indicated below.

1. Enter your event name.

event name

2. Select your category and sub category of your event.

If your event does not fit into one of the categories, please contact our support team by email on support@participant.co.uk

event type

Category

Sub Category

3. Enter/ select the dates and times of your enter.

A Pop-up calendar (📅) and 24 hour clock (🕒) is available to make it easy to enter the event dates and times. Choose whether you want the dates and times to be displayed by using the 'Visible / Hidden' drop down options.

event dates and times

Start date & time	<input type="text" value="03/09/2011"/>	<input type="text" value="at"/>	<input type="text" value="12:00 PM"/>	<input type="text" value="Visible"/>
End date & time	<input type="text" value="03/09/2011"/>	<input type="text" value="at"/>	<input type="text" value="5:00 PM"/>	<input type="text" value="Visible"/>
Registration opens date & time	<input type="text" value="24/08/2011"/>	<input type="text" value="at"/>	<input type="text" value="11:00 AM"/>	<input type="text" value="Visible"/>
Registration closes date & time	<input type="text" value="02/09/2011"/>	<input type="text" value="at"/>	<input type="text" value="12:00 PM"/>	<input type="text" value="Visible"/>

4. Enter the location of your event.

The first line of the address and a 'Town/City' must be entered. Entering a Postcode will create a [Google map](#) link on your event page which will assist your participants to find the event location.

location

Address	<input type="text" value="1st line of address"/>
Town/City	<input type="text" value="Town/City"/>
County	<input type="text"/>
Postcode	<input type="text" value="AB11 1AB"/>
Country	<input type="text" value="United Kingdom"/>

5. Enter the event host details.

The 'Host phone no.' field is optional.

host details

Host name	<input type="text" value="Cotech UK Ltd"/>
Host email	<input type="text" value="support@participant.co.uk"/>
Host phone no.	<input type="text"/>

4.2 Event details – Prices (Paid Event)

1. Add event prices. If you wish to create a free event then select 'free event'. For more information on free events see [section 4.3](#).

Each price category can be given a name, price, quantity available and a date and time that you want the price to be available until.

Price category name	Price (£)	Fee	Available until	Active	Qty (0=unlimited)	Participants	Del
Full Price	50.00	£2.15		<input checked="" type="checkbox"/>	0	0	<input type="checkbox"/>
Early Booking Price	30.00	£1.05	19/08/201 17:00	<input checked="" type="checkbox"/>	10	0	<input type="checkbox"/>

[Click here to add a new price type](#)

Field Name	Description
Price category name	The name of the price category.
Price	The price that is required to be paid to register.
Fee	Participant processing fee for the price category. This is automatically calculated once the event is saved.
Available until	Optional Date and time field but can be used to offer a price for a limited period of time.
Active	Indicates whether the price should be active or hidden. A price must be marked as active to be available to your participants.
Quantity (Qty)	This allows you to enter how many participants can use the price category. Entering zero (0) permits unlimited registrations for the price category.
Participants	Displays the number of Participants who have registered using this price category. This is only displayed where a price category has a limited 'Quantity'.

2. Select whether the Participant processing fees are to be added or included in the prices you entered.

Processing fee

Fees are

3. Enter the bank account which will receive the income (minus processing fees) from the transactions for your events.

Account to receive income

Account Name	<input type="text" value="Test Account 1"/>
Account Owner	<input type="text" value="Cotech UK Ltd"/>
Email address	<input type="text" value="support@participant.co.uk"/>
Sort Code	<input type="text" value="111111"/>
Account number	<input type="text" value="11111111"/>
Address	<input type="text" value="1st line of address"/>
Post Code	<input type="text" value="AB11 1AB"/>
Town / City	<input type="text" value="London"/>
Daytime number	<input type="text" value="0208 1111 111"/>

4.3 Event details – Prices (Free Event)

Participant can be used to run free events. Free events are those where the participant does not have to pay to register. Your free event registrations are processed by using Participant credits, 1 credit for each registration.

On registering on Participant you will be given **25** free credits. That's £24.75 for free! You can then purchase further credits from £0.75 for each credit.

1. Click 'Free event'.



2. Enter price details. Each price category can be given a name, quantity available and a date and time that you want the price to be available until.



Field Name	Description
Price category name	The name of the price category.
Price	The price that is required to be paid to register.
Available until	Optional Date and time field but can be used to offer a price for a limited period of time.

Active	Indicates whether the price should be active or hidden. A price must be marked as active to be available to your participants.
Quantity (Qty)	This allows you to enter how many participants can use the price category. Entering zero (0) permits unlimited registrations for the price category.
Participants	Displays the number of Participants who have registered using this price category. This is only displayed where a price category has a limited 'Quantity'.

3. Your current credit balance is displayed onscreen to allow you to check that you have enough credits to allow your participants to register for your event.

4.4 Event details - Registration information

This section allows you to enter the information you wish to collect off your participants. There are a number of default information fields which have been created automatically. These can be hidden for your event by selecting 'N/A', as shown below.

Field	Field type	Req.	Opt.	N.A.	Show on confirmation
Mobile phone	Text	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>

Field Name	Description
Field	Name of the question.
Field Type	Type of answer field (Text, Checkbox, Drop down list, Date).
Req.	Indicates question must be answered to register.
Opt.	Indicates question is optional.
N.A.	Indicates question is not to be displayed on event.
Show on confirmation	This allows you to enter how many participants can use the price category. Entering zero (0) permits unlimited registrations for the price category.





You can add further questions details by 'Add new field' button which is displayed at the bottom right of the questions.


Post Code	Text	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Country	Select	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Add new field](#)

When creating a new detail you are able to select the type of the answer field which will be displayed to your participants.

Once you have added the required details click [Add](#).

You can also edit a field by clicking on the  icon and you can delete the field by clicking on the corresponding  icon. You can also arrange your questions by using the   icons.

Once you have finished, click the [Next](#)  button to continue creating your event.

4.5 Event design

Participant gives you the option to either use the standard event template or customize your own event page by using the advanced template.

1. Select the type of template. This can be changed at time by editing your event.

select event template

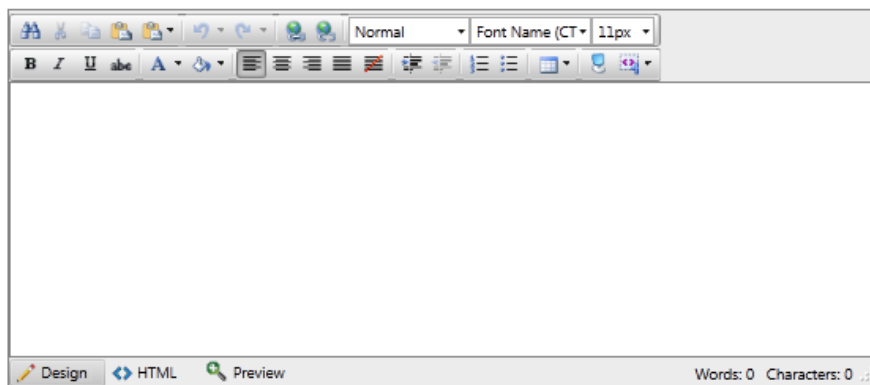
Standard Advanced

If you require a different template for your event then please contact our support team on support@Participant.co.uk.

4.6 Event design – Standard template

1. Enter the event information. This will be displayed on your event page.

enter event information



2. Upload an event image. Please note that the maximum image width is 304 pixels.

select event image

Upload your image



Maximum image width is 304 pixels.

Browse...


Upload

Next

Once you have finished, click the **Next** button to continue creating your event.

4.7 Event design – Advanced template

The advanced template allows you to customize your event page by choosing the colours of your event page and adding a header and footer to your event page.

1. Select the colours for your event page using the  icon.

Event colour	Description
Primary	This is your main colour and will be used for the event background and text.
Secondary	The colour of the event details section of your event page.
Event name	The colour of your event name text.
Button	The colour of the buttons used to register.

select event colours

The colours you select will be used to produce your event page

Primary colour  Secondary colour 

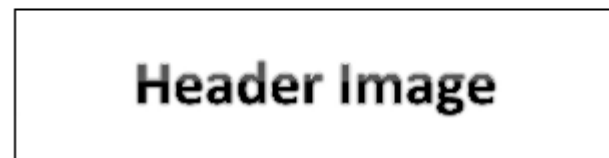
Event name colour  Button colour 

2. Upload an image header and/or footer. Please note that the maximum image width is 955 pixels.

Add a website link to your header and footer. This could be to your website or event sponsor.

select header image

Upload your image



Maximum image width is 955 pixels.

Link from image

3. Select whether you want the Participant website header and footer to be displayed on your event page.

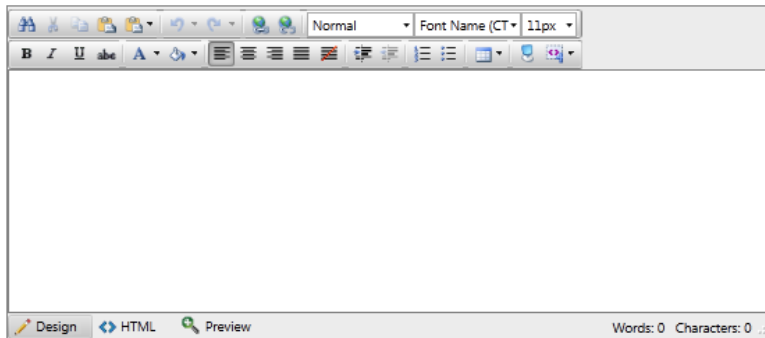
select event display

Display Participant header Yes No

Display Participant footer Yes No

4. Enter the event information. This will be displayed on your event page.

enter event information



5. Upload an event image. Please note that the maximum image width is 304 pixels.

select event image



Once you have finished, click the



button to continue creating your event.

4.8 Promotional codes

Participant allows you to create one or more promotional codes for your event. This allows you to offer a percentage or fixed amount discount to your participants.

If you do not want to add any promotional codes, click the



button. You can add at a later time if you wish.

1. Click 'Add new promo code'.
2. Enter the promo code details.

Field	Description
Name	Name of promotional code. Not displayed to your participants.
Code	The promotional code. Used by your participants to access discount.
Description	Message displayed when promo code entered by a participant.
Discount	Amount of discount. This can be a percentage of ticket price (20%) or a fixed amount (£10.00).
Valid from	Date and time that promo code can be used from.
Valid to	Date and time that promo code can be used until.
Active	Indicates promo code is available to be used in less 'Max no of registrations' reached.
No. Registered	Displays the number of participants who have used code.
Max no of registrations	Number of participants who can register using code. Enter zero (0) if unlimited.

3. Click 'Save code'.

add promo code

Name	<input type="text" value="Promo code 1"/>
Code	<input type="text" value="WER12345"/>
Description	<input type="text" value="50% discount for event"/>
Discount	<input type="text" value="50"/> <input type="text" value="Percentage"/>
Valid from	<input type="text" value="01/08/2011"/> at <input type="text" value="09:00"/>
Valid to	<input type="text" value="01/09/2011"/> at <input type="text" value="17:00"/>
Active	<input checked="" type="checkbox"/>
No. Registered	<input type="text" value="0"/>
Max no of registrations	<input type="text" value="5"/>

In order to display your promotional codes you must enable them on the Publish page.

Promotional codes can be added and edited at any time. To edit a promo code click on the promo code you wish to edit.

event promo codes

Name	Code	Discount	Valid to	Registered	Max
Promo code 1	WER12345	50.00	01.09.2011 18:00:00	0	5

[Add new promo code](#)

Once you have finished, click the button to continue finish setting up your event.

4.9 Publish your event

You have now created your event. All that is left to do is publish your event so that your participants can start registering.

The following options are available to you before you publish but if you just want to publish your event click .

1. Create a link to your event. Participant automatically creates a link to your event but you can enter your own link, if you wish.

add a link to your event

<http://new.participant.com/>

2. Add publish dates. If you want to only display your event for a specific period, enter your publish dates.

add publish dates

Available from

Available to

3. Select whether your event can be searched through Participant.

select event visibility

Public - searchable on Participant.co.uk

Private - only available through event link

- Select which of your event details are to be displayed on your event page.

should the following information be visible on your event page?

Deadline for registration	<input checked="" type="radio"/>	<input type="radio"/>
Show Availability	<input checked="" type="radio"/>	<input type="radio"/>
Name of Event	<input checked="" type="radio"/>	<input type="radio"/>
Venue	<input checked="" type="radio"/>	<input type="radio"/>
Host details	<input checked="" type="radio"/>	<input type="radio"/>
Event Image	<input checked="" type="radio"/>	<input type="radio"/>

- Select whether you wish to enable your promotional code(s), display social media (facebook, twitter, linked in) links and whether there is a maximum number of participants for your event. Enter zero (0) if unlimited.

other settings

The event is full	<input type="checkbox"/>
Enable promo codes	<input checked="" type="checkbox"/>
Display social media links on registration page	<input checked="" type="checkbox"/>
The event has a maximum number of participants	<input type="text" value="200"/>

- Click **Save and Publish**. Your event has now been published. If you wish to use Participant to send invitations to your participants follow the instructions on the next page.

You can view your event page by clicking your event link.

4.10 Send invitations to your participants

Participant gives you the option to send invitations to your participants. Invitations can be set up to include a discount and the email sent is fully customisable.

- To only allow invited participants to register tick the 'This event is only available to those invited through Participant' option. If not, then leave unticked.

This event is only available to those invited through Participant

- Enter the number of places you want to reserve for participants who receive an invitation. Click Save.

Number of spaces reserved by invited participants **Save**

There are three ways to create your list of participants. These are:

- Add your participants manually (see point 3).

Invitations Import from excel Import from event Send invitation Email setup

- Import your participants from excel (see point 4).

Invitations **Import from excel** Import from event Send invitation Email setup

- Import your participants from a previous event (see point 5).

Invitations Import from excel **Import from event** Send invitation Email setup

3. Add your participants by clicking 'Add new participant'. Enter the details of a participant and click Save. Repeat for further participants.

Invitation field	Description
Surname	The surname of the participant.
First Name	The first name of the participant.
Email Address	The email address of the participant.
Spaces	The number of spaces the participant can register.
Discount	The percentage discount the participant receives. Enter zero (0) if no discount.
Sent	Read only field displaying when the invitation was sent.
Registered	Read only field displaying when the participant registered using the invitation.

4. Import your participants from excel. In order to upload a spreadsheet of participants you must enter the same column titles as the titles you have entered on Participant.

Spaces and Discount are optional however if you re uploading these.

1	Firstname	Surname	Email	Spaces	Discount
2	Firstname2	Firstname2	test2@participant.co.uk	1	20
3	Firstname3	Firstname3	test3@participant.co.uk	1	30
4	Firstname4	Firstname4	test4@participant.co.uk	1	40
5	Firstname5	Firstname5	test5@participant.co.uk	1	10

Firstname

Surname

Email

Spaces

Discount

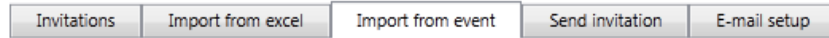
If you are uploading the number of 'Spaces' and percentage of the discount then you will need to tick these fields on Participant.

Spaces

Discount

Browse and select your file and click . Your participants will now have been upload to your event and displayed on the Invitations page.

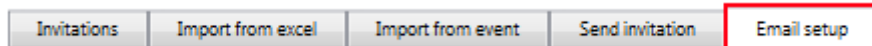
5. Upload your participants from a previous event. Click the 'Import from excel' menu item. Select the event you wish import the participants from.



Year

Event Name	Place	Date	
Example Event 1		03/09/2011	1

6. Set up your email invitation by clicking 'Email setup'.



There is a default invitation email displayed on screen. To edit the email, un-tick the 'Use default' setting.

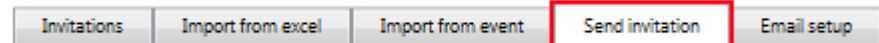
Use default

A couple of merge fields are displayed. '<club.name>' will automatically display the name of you (if registered as an individual) or your organisation's name (if registered as an organisation).

'<arrangement.name>' will automatically display the name of your event.

Once you are finished click .

7. Send your emails by clicking 'Send Invitation'.



Select the participants who you wish to invite and click at the bottom of the grid. Your invitations will now have been sent.

5 Manage your event

Participant gives you all the tools to manage your event details, your registered participants and your communication to your participants. To view all your events follow the guidance below.




1. To view all your events click the 'My events' menu item at the top of the page.






2. To edit your event click on the  icon or click on the event name.

My events

all live events Search

Event Name	Participants	Total (£)	Event Start	Event End	Registration End	Published
   Example Event 1	0/200	0.00	03/09/2011 12:00	03/09/2011 17:00	02/09/2011 12:00	Yes

3. To view your participants click on the  icon.
4. To send a message to your registered participants click on the  icon.
5. To export your events to excel click on the  icon.

5.1 Event summary

The event summary gives you information on how successful your event is being promoted as well as displaying how many participants have registered.

1. The summary displays the publish status of your event, the number of participants to have visited your event page (hits) and the number of days until your event takes place.

Summary

Status: Live
Hits: 5
Days until event: 8

2. The event link is displayed which can be used on promotional emails and flyers.

Another great way to promote your event is through the popular social media websites (facebook, twitter and Linked in). Click the links to like your event using your profile. You can also monitor the number of 'likes' you receive from this page.

Publicise your event links

Your event link: <http://new.participant.com/ExampleEvent1>
Promotional links:  1  2  2

- The event sales summary lists the quantity of price categories that have been sold and the total income received.

Event sales summary

Ticket Price Category	Qty Sold	Total (£)
Full Price	1	50.00
Early Booking Price	0 / 10	0.00


- The event transactions section lists all the registered participants for your event. You can quickly refund a participant by clicking the refund button of the appropriate participant.

Event transactions



Participant	Order No	Ticket Type	Paid	Email address	
Surname, First Name	863714	Full Price	25/08/2011 16:14	support@participant.co.uk	Refund


5.2 Manage your participants

Participant gives you a number of tools to manage your participants for each event you organise. All the registration information provided by your participants is visible on screen and downloadable to excel. As the event organiser you can also update their registration details and resend their confirmation, if required.











- To view and manage your participants click on the  icon from the 'My events' page.

My events

Event Name	Participants	Total (£)	Event Start	Event End	Registration End	Published
  Example Event 1	0/200	0.00	03/09/2011 12:00	03/09/2011 17:00	02/09/2011 12:00	Yes

- All the registered participants are displayed online. To export the information to excel click the  button at the top right of the table.


Participants for Example Event 1




Order Number	Last name	First name	Email address	Mobile phone	Price category	Price (£)	Paymentmethod	Paid	Amount Paid Out	Promotional code
  864682	Surname	First Name	support@participant.co.uk	07775 678912	Early Booking Price	30.00	Online	26/08/2011 13:32	26/08/2011	
  864674	Surname4	First Name4	support@participant.co.uk	07774 567891	Early Booking Price	30.00	Online	26/08/2011 13:29	26/08/2011	
  864635	Surname3	First Name3	support@participant.co.uk	07773 456789	Full Price	50.00	Online	26/08/2011 12:54	26/08/2011	
  864626	Surname2	First Name2	support@participant.co.uk	07772 345678	Early Booking Price	30.00	Online	26/08/2011 12:48	26/08/2011	
  863714	Surname	First Name	support@participant.co.uk	07771 123456	Full Price	50.00	Online	25/08/2011 16:14	25/08/2011	

Cancel Event [Excel 2007](#)

Page size: 20

5.3 Update a participant

1. To edit the registration details of a participant click the  button for the relevant participant.

	Order Number	Last name	First name	Email address	Mobile phone
  	864682	Surname	First Name	support@participant.co.uk	07775 678912

2. Update the participant's details and click 'Change'.

Price category

First name

Last name

Email address

Mobile phone

Address Line 1

Address Line 2

Address Line 3

City / Town


Post Code

3. To re-send the confirmation email to a participant, click 'Send new confirmation'.




Contact us: support@Participant.co.uk


5.4 Refund a participant




Participant makes it easy for you, the event organiser, to refund participants that they wish to.

1. To refund a participant find the registration by clicking on the  icon for the appropriate event on the 'My events' page.

My events

Event Name	Participants	Total (£)	Event Start	Event End	Registration End	Published	
  	Example Event 1	0/200	0.00	03/09/2011 12:00	03/09/2011 17:00	02/09/2011 12:00	Yes

2. To refund the registration of a participant click the  button for the relevant participant.

	Order Number	Last name	First name	Email address
  	864682	Surname	First Name	support@participant.co.uk

3. Select whether you wish to make a manual or automatic refund. There are two refund options:

- To refund a participant directly to their card you **must** select an automatic refund.
- If you are refunding the individual by cash or cheque then select manual refund.

4. There are three options for an automatic refund.

Automatic refunds

- Full refund of paid amount (organiser pays the Participant processing fees)
- Refund of paid amount minus Participant processing fees (participant pays the Participant processing fees)
- Refund of manual specified amount:

Select the option you wish to use and click

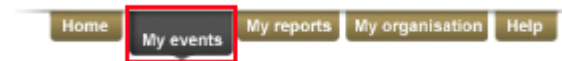
5. Automatic refunds are processed within 3 working days.


6. Your manual and automatic refunds are displayed within your reports, see [section 10](#).

5.5 Delete an event

Events can be deleted from Participant if no participants have registered onto the event.




1. Click the 'My events' menu item at the top of the page.



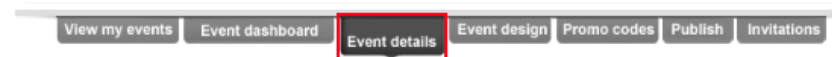
2. Click on the  icon or click on the event name of the event you wish to delete.

My events

all live events

Event Name	Participants	Total (£)	Event Start	Event End	Registration End	Published
   Example Event 1	0/200	0.00	03/09/2011 12:00	03/09/2011 17:00	02/09/2011 12:00	Yes

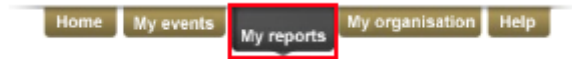
3. Click on the 'Event details' menu item.




4. Scroll to the bottom of the page and click the button. This button is also available from the Event design, Promo codes, Publish and Invitations pages.

6. Reports

1. Click the 'My reports' menu item at the top of the page.



2. There are four standard reports on Participant. All reports can be exported to excel by clicking the  icon.



- My transactions – gives you full list of all the transactions made on your events.
- My settlements – gives you access to all the weekly settlement reports that have been sent to you since you started using Participant. Clicking on a settlement report displays the income and transactions (minus Participant processing fees) that have been transferred to your account.
- My automatic refunds – displays all the automatic refunds that you have processed through Participant. Automatic refunds are those that have been transferred automatically to the card that was used by your participant to register on your event.
- My manual refunds - displays all the manual refunds that you have processed through Participant. Manual refunds are those that you have makred as refunded 'offline', for example by cash.

7. My organisation / My profile

Participant gives you a number of functions to manage your Participant account.

If registered as an organisation, go to:



If registered as an individual, go to:



7.1 Update your details

1. Click the 'My details' sub menu item.



2. Update your details and click Update.

Title	<input type="text" value="Mr"/>
First Name	<input type="text" value="First Name"/>
Surname	<input type="text" value="Surname"/>
Email address	<input type="text" value="support@participant.co.uk"/>
Mobile number	<input type="text"/>
Daytime number	<input type="text"/>
	<input type="button" value="Update"/>

7.2 Change your password

1. Click the 'My details' sub menu item.



2. Enter your current password and the new password and click Update.

Current password

New password

Confirm new password

7.3 Update your organisation's details

If you register as an organisation then you can update your organisation's details.

1. Click the 'My organisation's details' sub menu item.



2. Update your organisation's details and click Update

7.4 Add an event organiser to your organisation

If you register as an organisation then you can add further event organisers to your organisation.

1. Click the 'My organisation's details' sub menu item.



2. Click on the 'Add new user' button.

Name	Email Address	Role	
per stian andresen	per@cotech.no	Administrator	<input type="button" value="Edit"/>
First Name Surname	support@participant.co.uk	Administrator	<input type="button" value="Edit"/>
			<input type="button" value="Add new user"/>

3. Enter the details of the new user and click 'Save'. If you only wish to give read only access then select the 'Role' as 'User'.

Title

First Name

Surname

Email address

Confirm email

Password

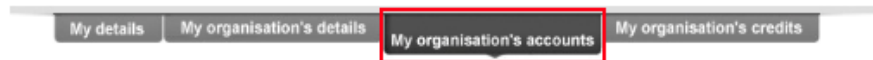
Role

7.5 Add a bank account

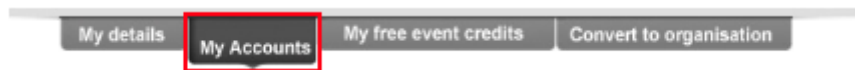
You can add multiple bank accounts to your Participant account. These will be displayed on the 'Event details' page and used by Participant to transfer the income from your events to you.

1. Click the 'My organisation's accounts' sub menu item.

If registered as an organisation, go to:



If registered as an individual, go to:



2. Click on the 'Add new account' button.

View your accounts

	Account Name	Event Name	Sort Code	Account number
	Test Account 1	Cotech UK Ltd	111111	11111111

[Add new account](#)

3. Enter the details of the bank account and click 'Save'.

Add new account

Account Name	<input type="text" value="Test Account 2"/>	Address	<input type="text" value="Address"/>
Account Owner	<input type="text" value="First Name Surname"/>	Post Code	<input type="text" value="Post Code"/>
Email address	<input type="text" value="support@participant.co.uk"/>	Town / City	<input type="text" value="Town / City"/>
Sort Code	<input type="text" value="222222"/>	Daytime number	<input type="text" value="Daytime number"/>
Account number	<input type="text" value="22222222"/>		



4. Your accounts are then displayed on the 'Event details' page of your events.

Account to receive income

Account name [Click here to add a new account](#)

- Test Account 1
- Test Account 2

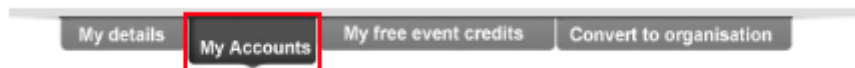
7.6 Buy free event credits

Free event credits can be purchase online through your Participant account.

If registered as an organisation, go to:



If registered as an individual, go to:



1. Select the amount of credits you want to purchase and click 'Buy'..

- 10 Credits for £9.90
- 20 Credits for £19.80
- 50 Credits for £49.50
- 100 Credits for £80.00 (save £0.19 per credit)
- 200 Credits for £150.00 (save £0.24 per credit)

Buy

2. Check the total amount, enter your card details and click 'Confirm & Pay'.

3. Your credits will then be updated automatically.

Order ID	870485
Total	GBP 150.00
Card type	VISA
Card number *	
Start date	-- --
Issue number	
Expiry date *	1 2011
Security code *	

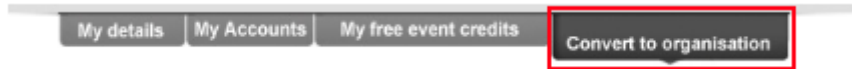
Cancel **Confirm & Pay**

You can also view your credits usage history, purchase history and change your credit reminder email from this page.

7.7 Convert your account to an organisation

Organisers who have registered as an 'individual' can upgrade their account to an 'organisation'. An 'organisation' can have multiple event organisers.

1. Click the 'My details' sub menu item.



2. Enter your organisation's details, read and accept the Terms and Conditions and click Update.

Organisation name	<input type="text" value="Cotech UK Ltd"/>	Address	<input type="text" value="Address"/>
		Town / City	<input type="text" value="Town / City"/>
		Post Code	<input type="text" value="Post Code"/>
		<input checked="" type="checkbox"/>	I have read and accept the Terms and Conditions
			<input type="button" value="Update"/>

3. Your account will now have been updated from an 'Individual' to an 'Organisation'.

8. Support

If you require any assistance in using Participant please contact our support team.

Email: support@Participant.co.uk

Phone: 0203 286 2117 (9am – 5pm).