

# Bulk registration for an event

Add-on. Please contact your sales representative for additional information.

With bulk registration, you can register hundreds or thousands of attendees for an event at one time. Set up your registration form first, then upload a spreadsheet with columns for each registration question on the form (attendee names, email addresses, etc.). To learn more about setting up the registration form, see [Set up the registration form for an event](#).

## Notes:

- Bulk registration doesn't send a registration confirmation email. Set up a reminder email to send event details to registrants.
- You can view the registrant data you uploaded in the Audience Details report. To learn more about running reports, see [Run event reports](#).
- You can't make changes to registrant data or unregister someone once you upload the file.

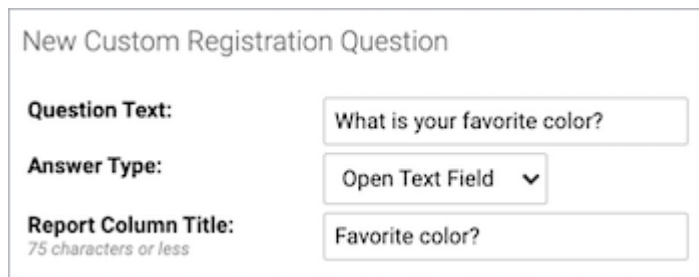
## Upload file requirements

Create a spreadsheet and enter registration details for each attendee you want to register.

- Supported formats include CSV, TSV, TXT, XML, XLS, XLSX
- Limit the number of registrants per upload to 2,000 or less
- Include one column for each registration field on your registration form
  - For standard registration questions, label columns with the Type label

| Standard Registration Questions |                                     |                          |            |   |
|---------------------------------|-------------------------------------|--------------------------|------------|---|
| Order                           | Show                                | Require                  | Type       | Question                                |
| 1                               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | First Name | <input type="text" value="First Name"/> |

- For custom registration questions, label the columns the Report Column Title you set up



New Custom Registration Question

**Question Text:** What is your favorite color?

**Answer Type:** Open Text Field ▼

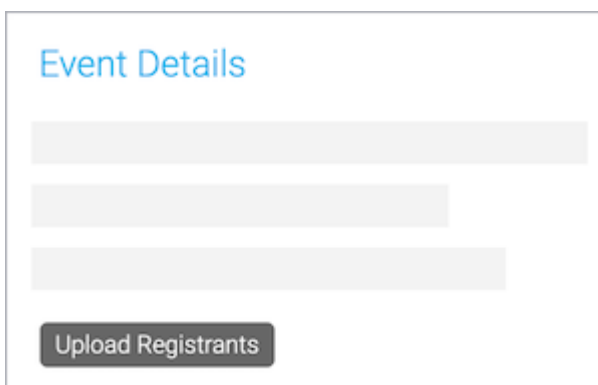
**Report Column Title:** Favorite color?  
75 characters or less

- For each registrant, complete all fields that you required in the registration form. Required fields can't be blank.
- Email address is always required. Each registrant's email address must be unique. Duplicate email addresses are not accepted.
- Plain text should be used. Special characters, including commas, are not supported.

## Register attendees

### To upload a registration list:

1. On the Event Summary tab, in the Event Details section, click **Upload Registrants**.



Event Details

Upload Registrants

2. On the Viewer Registration Data window, click **Upload data from file** to select the spreadsheet and upload it.
3. Select the sheet you want to import the data from and click **Continue**.

Import RegistrationList.xlsx

✓ File uploaded

✓ Loaded sheets

Select sheets

Sheet1

Cancel Continue

- The uploader detects the header row in the spreadsheet and matches each column to a field on the registration form. Confirm the header row and then confirm that each column is mapped correctly.

To not include a data column, click **Ignore this column**.

Viewer Registration Upload for 515168

✓ Upload > Match > Review > Complete

| A | First Name | First Name |
|---|------------|------------|
| 2 | Anastasia  |            |
| 3 | Betty      |            |
| 4 | Brandon    |            |

✓ Matched to the First Name field.

100% of your rows have a value for this column

✓ All values pass validation for this field

Confirm mapping Ignore this column

Go back Powered by flatfile Review

- Click **Review**.
- Correct any errors and edit registrant information before submitting. To only view errors that need to be corrected, set the Only show rows with problems option to **ON**.

**Important:** You can't make changes to registrant data after you submit it.

## Viewer Registration Upload for 515168

✓ Upload > 
 ✓ Match > 
 Review > 
 Complete

☐ Only show rows with problems 
 ☐ Show modifications

|    | First Name | Last Name  | Company                  | Email                       | * What is your favorite color? |
|----|------------|------------|--------------------------|-----------------------------|--------------------------------|
| 2  | Anastasia  | Petrov     | Monobotics               | anastasia.petrov@email.com  | Red                            |
| 3  | Betty      | White      | Cybervolution            | bettywhite@email.com        | Green                          |
| 4  | Brandon    | Hudson     | Appalachian Technologies | brandon.hudson@email.com    | Magenta                        |
| 5  | Dharmin    | Singh      | TechCity.io              | dharmin.singh@email.com     | Gray                           |
| 6  | Francis    | Smith      | Zapateado Streaming      | francis.smith@email.com     | White                          |
| 7  | Fred       | Gibson     | Mi-Drive                 | fred.gibson@email.com       | Blue                           |
| 8  | Jacques    | Proulx     | SiteBrite                | jacques.proulx@email.com    | Teal                           |
| 9  | Joe        | O'Brien    | Keyboarder               | joseph.obrien@email.com     | Black                          |
| 10 | Jose       | Gomez      | Silicon Reality          | jose.gomez@email            | Maroon                         |
| 11 | Lisa       | Simpson    | Retoolz                  | lisa.simpson@email.com      | Pink                           |
| 12 | Madelyn    | Alexander  | Innovary                 | madelyn.alexander@email.com | Orange                         |
| 13 | Marsha     | Lloyd      | Alltrek                  | marsha.lloyd@email.com      | Yellow                         |
| 14 | Muhammad   | Raza       | Blogvine                 | muhammad.raza@email.com     | Red                            |
| 15 | Nicole     | Lafreniere | NovaTech                 | nicole.lafreniere@email.com | Red                            |
| 16 | Patricia   | Labelle    | Unwire                   | patricia.labelle@email.com  | Blue                           |
| 17 | Pooja      | Patel      | Tech Labs                | raymond.ortiz@email.com     | Black                          |
| 18 | Raymond    | Ortiz      | Computyng                | raymond.ortiz@email.com     | Yellow                         |
| 19 | Yuki       | Tanaka     | Nanolocity               | yuki.tanaka@email.com       | Green                          |

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Continue

7. Click **Continue**.

8. A message asks if you're ready to submit the data. Click **Yes**.

The registrant list is loaded. When finished, a confirmation message shows the number of successful and failed registrations, and the attendees that weren't registered because their email address was already registered.

9. Click **Ok**.

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