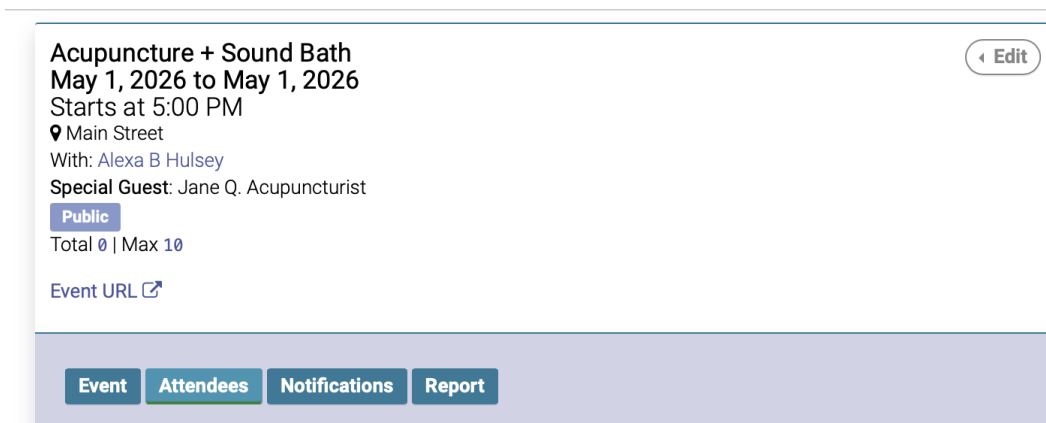


Register Attendees for an Event

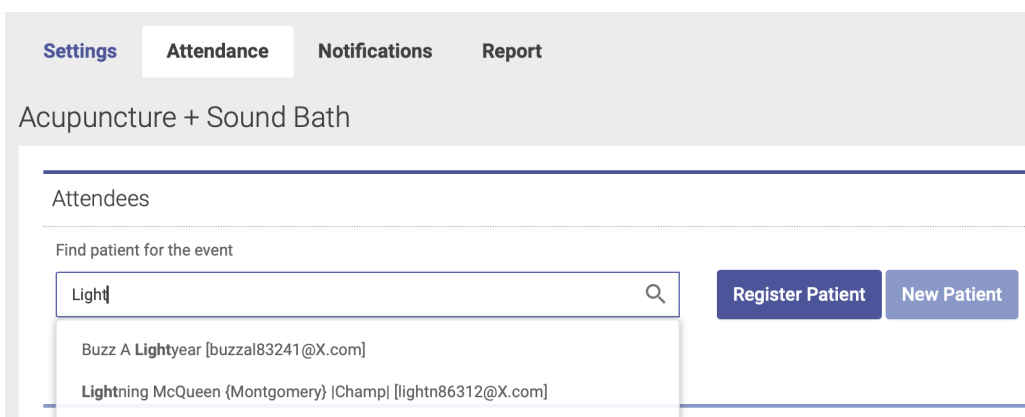
To register attendees for an event, navigate to the event date on the calendar, then click the Attendees tab:



The screenshot shows an event card for "Acupuncture + Sound Bath" on May 1, 2026, starting at 5:00 PM. The location is Main Street. The event is hosted by Alexa B Hulsey, with a special guest Jane Q. Acupuncturist. The event is public, with a total of 0 attendees and a maximum capacity of 10. An "Event URL" is provided with an external link icon. At the bottom of the card, there are four tabs: "Event", "Attendees", "Notifications", and "Report".

If the attendee is an existing patient:

If the attendee is already an existing patient in your database, start typing their name into the Patient Search box:



The screenshot shows the "Attendees" section of the software interface. At the top, there are tabs for "Settings", "Attendance", "Notifications", and "Report". Below the tabs, the event name "Acupuncture + Sound Bath" is displayed. Underneath, there is a search box labeled "Find patient for the event" with the text "Ligh" entered. To the right of the search box are two buttons: "Register Patient" and "New Patient". Below the search box, a dropdown menu shows two search results: "Buzz A Lightyear [buzzal83241@X.com]" and "Lightning McQueen (Montgomery) |Champ| [lightn86312@X.com]".

Then highlight their name, and click Register Patient - just like you would do for scheduling an appointment:

Attendees

Find patient for the event

Buzz A Lightyear [buzzal83241@X.com]



Register Patient

New Patient

Register An Existing Patient to this event

Once the patient is registered, you'll see their name on the Attendees list:

Acupuncture + Sound Bath

Attendees

Find patient for the event

Patient Search



Register Patient

New Patient



Buzz A Lightyear



\$0.00

If the attendee is NOT an existing patient:

If the attendee is not already an existing patient in your database, you'll first need to create a New Patient account for them. Click the New Patient button to create a new patient account:

Acupuncture + Sound Bath

Attendees

Find patient for the event

Patient Search



Register Patient

New Patient

Create A New Patient

You'll then be prompted to walk through the steps of adding them as a new patient. Once they're added to your database, you can then complete the registration steps like you would for an existing patient.

See [This Article](#) for information on how participants can register themselves for an event via the Event URL on the patient portal.

Revision #2

Created Fri, Mar 20, 2026 8:59 PM by [Alexa Hulseley](#)

Updated Wed, Apr 29, 2026 6:54 PM by [Alexa Hulseley](#)