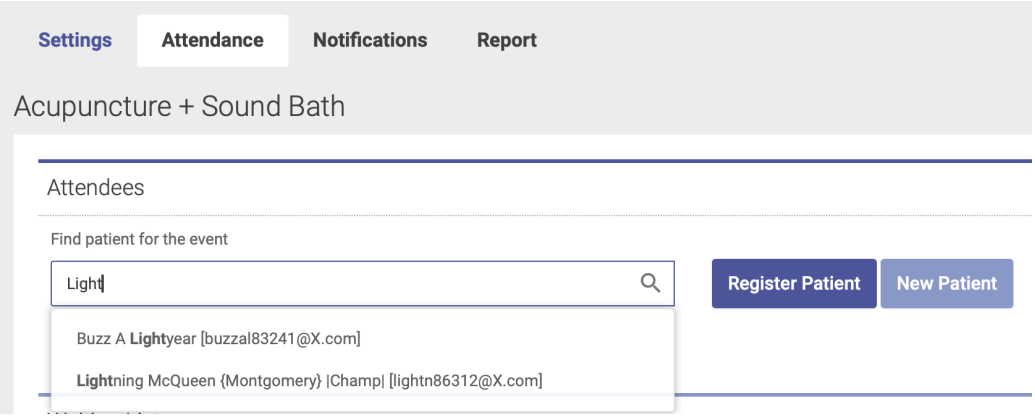
Register Attendees for an Event

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

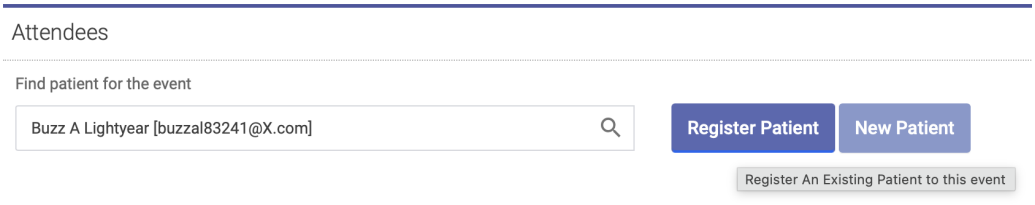


If the attendee is an existing patient:

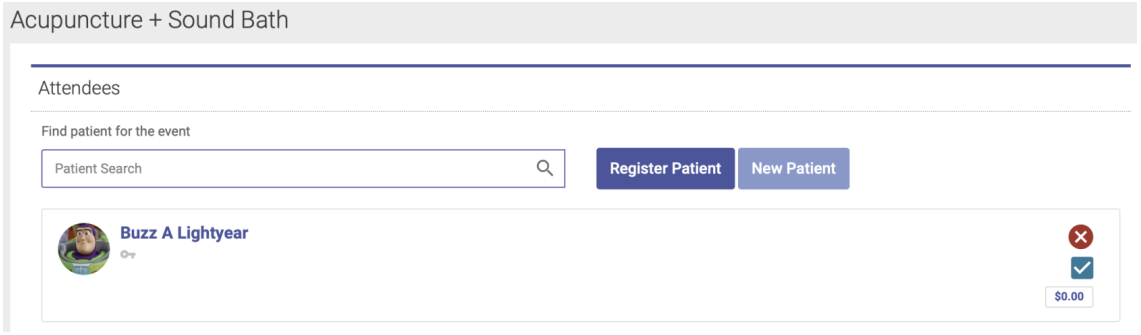
If the attendee is already an existing patient in your database, start typing their name into the Patient Search box:



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

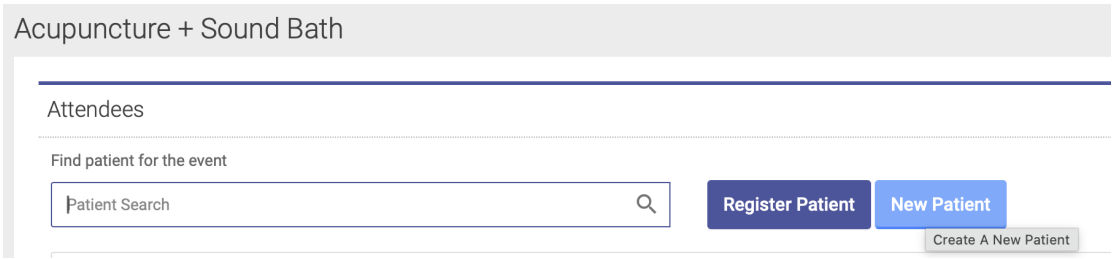


One the patient is registered, you'll see their name on the Attendees list:



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:



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 2026-03-20 20:59:53 UTC by Alexa Hulsey
Updated 2026-04-29 18:54:08 UTC by Alexa Hulsey