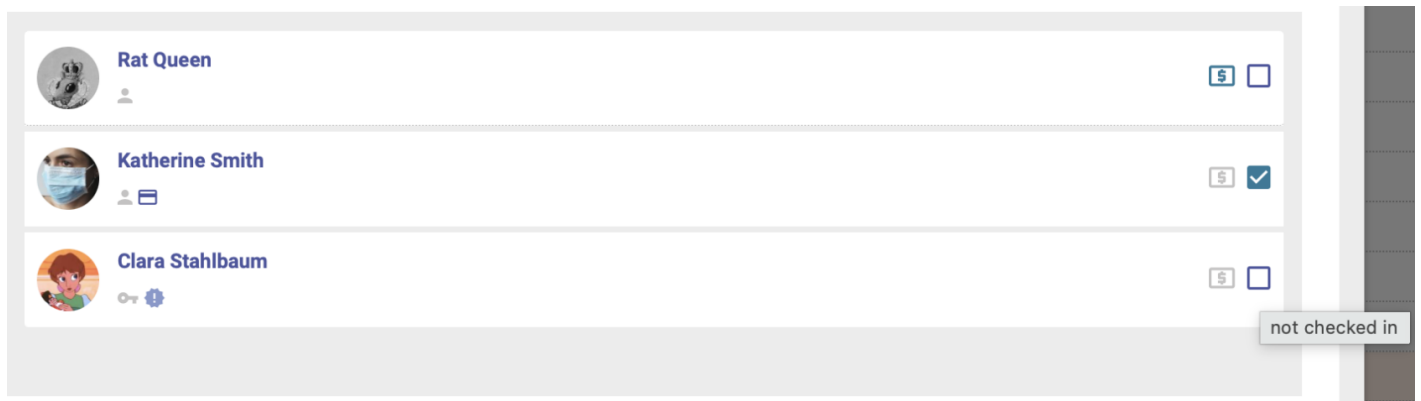


Remove an Attendee from an Event

To remove a registered attendee from an Event, go to the Event date on the calendar and click the Attendees tab.

Select the attendee you'd like to remove by clicking the checkbox next to their name on the Attendees tab:



In the window that opens, click the red Remove Attendee button:

Clara Stahlbaum

Check-in to the event

Check In Only

Add A Payment

Event Fee	Amount
Early Bird Price \$ 75	75.00
Payment Total	75.00

Check
 Cash
 Other

Collect Payment Only

New Main

Save the customer card for later?

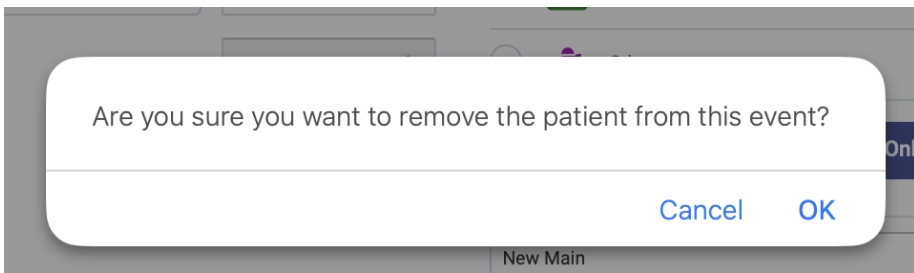
Charge In Person Card

optional note

Update Note

Remove Attendee Will delete the attendee from this event's attendance list.

Click OK to confirm:



Revision #1

Created Mon, Jul 6, 2026 7:57 PM by [Alexa Hulsey](#)

Updated Mon, Jul 6, 2026 8:01 PM by [Alexa Hulsey](#)