

# Bulk registration for an event

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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
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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 > 
 Comple

☐ 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**.

Revision #6

Created 2 May 2022 19:31:03

Updated 2 October 2024 12:21:05 by Matt Engel