

EMS – Creating a Registrant

(This document is not fully accessible. If you required an accessible document please contact ANR Event Services at 517-353-3175 or events@anr.msu.edu.)

Log in to the Events Management System to add a new registrant.

1. On the event dashboard click on Registrant Roster in the Manage Event box.
2. Click the appropriate registration box.

▼ Filters

Clear Filters

Registrations to include:

All Registrations Non-Cancelled Cancelled

Balances to include:

All Registrations Non-Zero Balance Due Zero Balance Due

Form status to include:

All Registrations Forms Done Forms Not Done

Update Roster

Register Online

3. Complete the registration, clicking next on each page.
4. When you get to the Select a Payment Method screen, if requiring a payment, check No Changes and change the Amount Paid to 0.00.
5. Once complete, send an invoice s the registrant can complete payment. For information on sending an invoice refer to the Sending an Invoice procedure.