

# Managing Registrations

Once participants submit a registration form, their responses appear in the **Registrations** tab. From here you can review submissions, update statuses, and track capacity.

## Registration statuses

Status	Meaning
<b>Pending</b>	The participant has submitted; awaiting review
<b>Approved</b>	The participant is confirmed for the gathering
<b>Waitlisted</b>	The gathering is at capacity; the participant is in the queue
<b>Declined</b>	The registration has been declined
<b>Cancelled</b>	The participant (or an organiser) has cancelled the registration

## Reviewing registrations

1. Open the gathering and click the **Registrations** tab
2. You'll see a list of all submissions with their current status
3. Click a registration to view the full form response, including all fields the participant filled in
4. Use the status dropdown to approve, waitlist, decline, or cancel the registration
5. Optionally add internal **Notes** when changing a status (these are only visible to organisers)

## Tracking capacity

The gathering's **Overview** tab shows capacity usage in the stats cards at the top. The numbers reflect how many approved registrations there are against the optimal and maximum capacity you set when creating the gathering.

If you've set a maximum capacity, keep an eye on the count when approving new registrations. Waitlisting is useful when you're close to capacity but expect some cancellations.

## Exporting registrations

You can export registration data in several formats for offline use or sharing with co-organisers:

- **CSV:** spreadsheet-friendly format
- **JSON:** structured data for technical use
- **Markdown:** formatted table for pasting into documents or wiki pages
- **Dietary summary:** a breakdown of dietary requirements across all approved participants

Exports can be filtered by status, so you can pull just the approved registrations if needed.

## Tips

- Review registrations regularly during the open period; participants appreciate a quick response
- Use the **Notes** field to record why a registration was declined or waitlisted; this helps if questions come up later
- The dietary summary export is particularly useful for kitchen planning
- Registration data is soft-deleted rather than permanently removed, in line with GDPR requirements

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