



Event Registration

Complete Event Management System for WordPress

Events, Tickets, Payments and more.

User Guide

Event registration, payments, and calendars for WordPress.

Version 7.0

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About this guide

This guide covers Event Registration 7.0: setting up the plugin, creating events, showing them on your site, managing registrations and payments, and moving from version 6.x. The screenshots come from a sample church website; your screens will use your own theme and events.

Version 7.0 is awaiting approval on WordPress.org. Until it is available, the plugin in the WordPress.org directory is still version 6.x. The latest version of this guide is at wpeventregister.com/instructions.

Getting Started

What you need

- WordPress 6.9 or later
- PHP 8.2 or later. To check, go to **Tools** → **Site Health** → **Info** → **Server** in WordPress, or ask your web host.
- MySQL 5.7 or later, or MariaDB 10.3 or later (most hosts meet this)

Upgrading from version 6.x? Read [Upgrading from 6.x](#) before you update.

Install the plugin

1. In WordPress, go to **Plugins** → **Add New Plugin**.
2. Search for **Event Registration**, click **Install Now**, and then click **Activate**.

If you have the plugin as a zip file, use **Upload Plugin** on the same screen instead.

After activating, **Event Registration** appears in the admin menu. It opens the plugin dashboard, which shows your upcoming events, registrations from the last 30 days, anyone on a waitlist, and money still owed. An **Upcoming Events** summary also appears on the main WordPress dashboard.

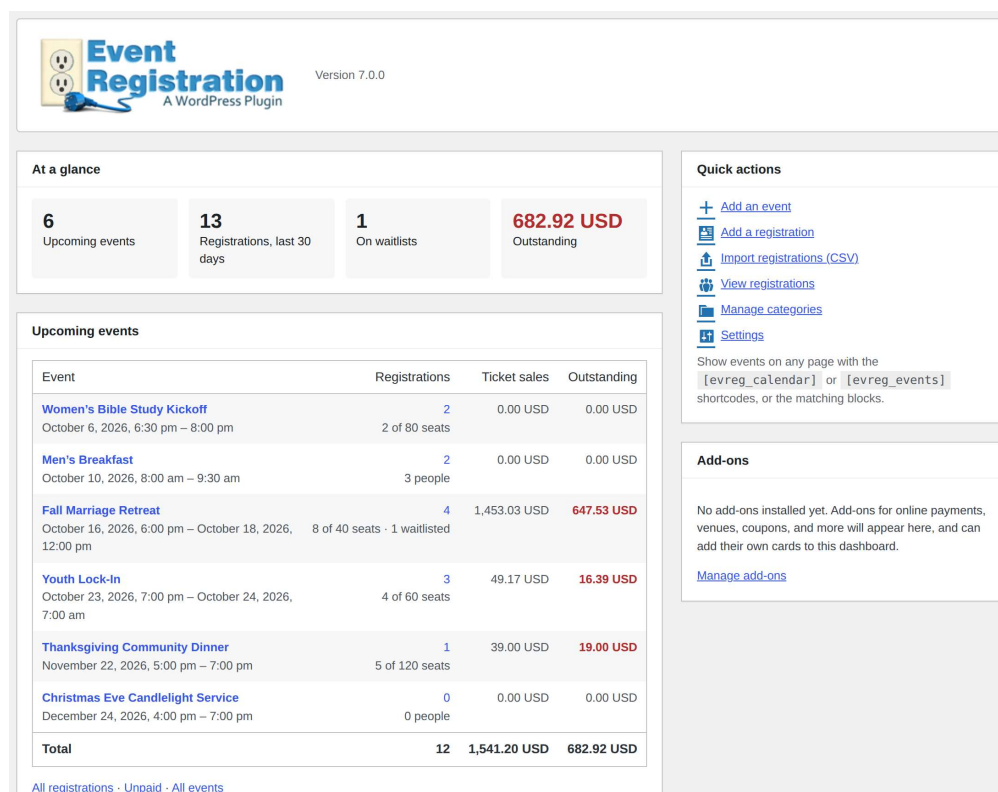


Figure 1.1 The plugin dashboard: upcoming events, recent registrations, waitlists, and money still owed.

Upcoming Events ^ v ▲			
Event	Registrations	Ticket sales	Outstanding
Women's Bible Study Kickoff October 6, 2026, 6:30 pm – 8:00 pm	2 2 of 80 seats	0.00 USD	0.00 USD
Men's Breakfast October 10, 2026, 8:00 am – 9:30 am	2 3 people	0.00 USD	0.00 USD
Fall Marriage Retreat October 16, 2026, 6:00 pm – October 18, 2026, 12:00 pm	5 10 of 40 seats · 1 waitlisted	1,780.78 USD	975.28 USD
Youth Lock-In October 23, 2026, 7:00 pm – October 24, 2026, 7:00 am	3 4 of 60 seats	49.17 USD	16.39 USD
Thanksgiving Community Dinner November 22, 2026, 5:00 pm – 7:00 pm	1 5 of 120 seats	39.00 USD	19.00 USD
Christmas Eve Candlelight Service December 24, 2026, 4:00 pm – 7:00 pm	0 0 people	0.00 USD	0.00 USD
Men's Retreat March 5, 2027, 6:00 pm – March 7, 2027, 12:00 pm	3 5 people	375.00 USD	150.00 USD
Youth Lock-In April 10, 2027, 7:00 pm – April 11, 2027, 7:00 am	0 0 of 30 seats · 1 waitlisted	0.00 USD	0.00 USD
External Conference May 1, 2027, 9:00 am – 5:00 pm	0 0 people	0.00 USD	0.00 USD
Total	16	2,243.95 USD	1,160.67 USD

[All registrations](#) · [Unpaid](#) · [All events](#)

Ticket sales and outstanding amounts include confirmed registrations only.

Figure 1.2 The Upcoming Events summary on the main WordPress dashboard.

Set up the basics

1. Go to **Event Registration → Settings**.
2. On **General**, choose your currency.
3. On **Organization**, enter your organization's name, address, phone, and email.
4. On **Payments**, turn on sales tax if you charge it, and write your payment instructions (for example, who checks should be made out to).
5. Click **Save changes**.

Create your first event

1. Go to **Event Registration → Add New Event**.
2. Enter a title and a description.
3. In **Event Details**, set when the event **Starts** (and **Ends**, if you like), and a **Capacity**. Leave Capacity blank for unlimited seats.
4. In **Tickets**, add at least one ticket type with a name and price. Use 0 for free tickets.
5. If you need more information from people, add **Registration Questions**. Name, email, and phone are always asked.
6. Click **Publish**.

View the event to see its page: the details, followed by a **Register** button. Try registering yourself. You'll receive the confirmation email, and the registration appears in **Event Registration → Registrations**.

What registrants see

Fall Marriage Retreat

Written by in

Get away for a weekend of rest, laughter, and honest conversation. Pastor Buck and Shelley lead four sessions on communication, forgiveness, and building a marriage that lasts, with plenty of free time to enjoy the lake together.

The price includes two nights' lodging and all meals from Friday dinner through Sunday lunch.

When October 16, 2026, 6:00 pm – October 18, 2026, 12:00 pm

Where Cedar Lake Lodge, Bon Aqua, TN

Register ▼

Figure 1.3 An event page, with the details and the Register button.

1. They click **Register**, enter their name and email (phone is optional), choose how many tickets they want, and answer your questions.
2. On **Review your registration**, they check the total, enter a name for each person if they're registering more than one, and choose how to pay.
3. They click **Confirm registration** and see their reference number. A confirmation email follows, with a link to view or update their registration.

Tickets

Per person – 150.00 USD

Two nights and all meals

2

Per person, private cabin – 215.00 USD

Limited cabins available

0

Your details

First name

Rebecca

Last name

Lawson

Email

rebecca.lawson@example.org

Phone (optional)

(615) 555-0165

Sales tax (9.25%) will be added at checkout.

A few questions

T-shirt size *

M

Dietary needs or allergies

Gluten-free, please.

How did you hear about the retreat?

☐ Sunday announcement

☐ Small group

☒ Website

☐ A friend

Continue

Figure 1.4 The registration form.

Review your registration

2 × Per person

300.00 US

Sales tax (9.25%)

27.75 US

Total

327.75 US

Who's attending?

Person 1 (Per person)

First name

Rebecca

Last name

Lawson

Person 2 (Per person)

First name

David

Last name

Lawson

Payment method

☒ Pay by check or cash

Confirm registration

Figure 1.5 Review your registration: totals, a name for each person, and how to pay.

After registering, they can click **Add to my calendar** to save the event to their calendar app. If the event is full and you've allowed a waitlist, they can **Join the waitlist** instead.

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You're registered!

Your reference is R-000014. A confirmation has been sent to rebecca.lawson@example.org.

2 × Per person	300.00 USD
Sales tax (9.25%)	27.75 USD
Total	327.75 USD

How to pay

Make checks payable to Grace Community Church and drop them in the offering box, mail them to the church office, or pay at the welcome desk. Please write your registration reference on the memo line.

Add to my calendar

Edit registration

Back to event details

Figure 1.6 After confirming: the reference number, payment instructions, and buttons to add the event to a calendar or edit the registration.

Subject: You're registered for Fall Marriage Retreat

Hi Rebecca,

Thank you for registering for Fall Marriage Retreat.

When: October 16, 2026 6:00 pm

Where: Cedar Lake Lodge, Bon Aqua, TN

Add to your calendar: https://gracecommunity.example/?evreg_ics=5

Tickets:

2 × Per person (300.00 USD)

Sales tax (9.25%): 27.75 USD

Total: 327.75 USD

Balance due: 327.75 USD

Make checks payable to Grace Community Church and drop them in the offering box, mail them to the church office, or pay at the welcome desk. Please write your registration reference on the memo line.

Your reference: R-000014

Grace Community Church
(615) 555-0142
events@gracecommunity.example

View or update your registration: https://gracecommunity.example/events/fall-marriage-retreat/?evreg_r=...

Figure 1.7 The confirmation email for that registration.

Next steps

- [Creating Events](#) explains every event setting.
- [Showing Events on Your Site](#) covers calendars and event lists.

Creating Events

Go to **Event Registration** → **Add New Event** (or edit one under **Events**). Give the event a title and description, fill in the boxes below, and click **Publish**.

Event Details

Event Details

When

Starts

10/16/2026

06:00 PM

Ends

10/18/2026

12:00 PM

☐ All-day event

Times are in America/Chicago.

Location

Cedar Lake Lodge, Bon Aqua, TN

Registration

Registration method

Register on this site

External registration URL

Capacity

40

Leave blank for unlimited.

☒ Offer a waitlist when the event is full

Registration opens

mm/dd/yyyy

--:-- --

Registration closes

mm/dd/yyyy

--:-- --

Leave blank to open registration now and close it when the event starts.

☐ Tax exempt (no sales tax on this event)

Currency

US dollar (USD)

Figure 2.1 The Event Details box.

Setting	What it does
Starts and Ends	When the event happens. Times use your site's timezone (WordPress Settings → General). Ends is optional.
All-day event	Hides times and shows dates only.
Location	Where the event is held. Shown on the event page, the calendar, and in emails.

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Setting	What it does
Capacity	The most people who can register. Leave blank for unlimited.
Offer a waitlist when the event is full	Lets people join a waitlist once all seats are taken, instead of being turned away.
Registration opens and Registration closes	Leave both blank to open registration now and close it when the event starts.
Registration method	Register on this site (the usual choice), Link to another site (enter the External registration URL), or No registration for events people just attend.
Currency	The currency for this event's prices. Defaults to the one in Settings.
Tax exempt	Charges no sales tax on this event, even when sales tax is turned on in Settings.

Tickets

Ticket types are the choices people pick from when registering, such as Adult and Child, or Member and Guest. Click **Add ticket type** for each one.

Tickets

Ticket types people can choose when registering. Leave the price at 0 for free tickets.

Name	Price (USD)	Limit	Description	On sale
Per person	150.00		Two nights and all mea	☒ Remove
Per person, private c	215.00	6	Limited cabins availabl	☒ Remove

Add ticket type

Figure 2.2 The Tickets box, with two ticket types.

Column	What it does
Name	What registrants see, for example "Adult".
Price	Leave at 0 for a free ticket.
Limit	The most seats of this ticket type, within the event's overall capacity. Leave blank for no separate limit.
Description	Optional detail shown under the ticket name.
On sale	Uncheck to stop selling a ticket type without deleting it.

Empty rows are ignored when you save. If sales tax is on, it's added at checkout; registrants see a note on the form saying so.

Registration Questions

Name, email, and phone are always asked. Add any extra questions here with **Add question**.

Registration Questions

Name, email, and phone are always asked. Add any extra questions here. For choice questions, put one option per line.

Question	Type	Options	Required	
T-shirt size	Dropdown	S M	☒	Remove
Dietary needs or allergies	Paragraph		☐	Remove
How did you hear about th	Multiple choice (one)	Sunday announcement Small group	☐	Remove

Add question

Figure 2.3 The Registration Questions box.

Type	Use it for
Short text	A few words, such as a T-shirt size or a church name.
Paragraph	Longer answers, such as dietary needs or comments.
Dropdown	One choice from a list.
Multiple choice (one)	One choice, with every option visible.
Checkboxes (any)	Any number of choices.

For the three choice types, put one option per line in **Options**. Check **Required** if people must answer.

Answers are saved with each registration exactly as asked. Editing a question later doesn't change answers people have already given.

Categories

Use categories to group events, for example Youth, Men's Ministry, or Classes.

- Go to **Event Registration** → **Categories** to create them. Each category can have a **color** and **text color**, used on the calendar.
- Choose categories for an event in the **Event Categories** box beside the editor.

Bulk actions ▼ Apply				6 items
☐	Name ▲	Description ▲	Slug ▲	Count ▲
☐	Community	—	community	2
☐	Marriage	—	marriage	1
☐	Men's Ministry	—	mens-ministry	1
☐	Men's Ministry Edit Quick Edit Delete View	—	mens	1
☐	Women's Ministry	—	womens-ministry	1
☐	Youth	—	youth	2
☐	Name ▲	Description ▲	Slug ▲	Count ▲
Bulk actions ▼ Apply				6 items

Figure 2.4 Event categories. Each has its own calendar colors.

You can show one category's events with the **Upcoming Events** block, or with `[evreg_events category="youth"]`, using the category's slug.

Capacity and waitlists

- Seats are counted per person: a registration for 3 tickets uses 3 seats.
- While someone is on the review step, their seats are held for 30 minutes so nobody takes them mid-registration.
- When the event is full and the waitlist is on, new registrants join the waitlist. You can confirm waitlisted people later from their registration; you'll see a warning if confirming them would go over capacity.

Changing or deleting an event

You can edit an event at any time. People who have already registered keep the ticket names and prices they signed up for.

An event with registrations can be moved to the Trash, but not permanently deleted, so its registration and payment records are never lost by accident.

Showing Events on Your Site

Event pages

Every published event has its own page (for example, `/events/spring-retreat/`) with the details and a **Register** button. Link to it from menus, emails, or social media. For most sites this is all you need.

Blocks

In the block editor, add these blocks to any page or post:

Block	Shows
Event Registration	One event's details and registration form. Choose the event in the block settings.
Events Calendar	A monthly calendar of your events, optionally from one category.
Upcoming Events	A list of upcoming events. You can choose how many to show and limit it to one category.

Shortcodes

For page builders and classic themes, use shortcodes instead:

Shortcode	Shows
<code>[evreg_event id="123"]</code>	One event and its registration form. The ID is the number after post= in the address bar when you edit the event.
<code>[evreg_calendar]</code>	The monthly calendar. Add <code>category="youth"</code> for one category.
<code>[evreg_events]</code>	Upcoming events. Add <code>limit="5"</code> to show fewer, or <code>category="youth"</code> for one category.

Upcoming Events

Women's Bible Study Kickoff

October 6, 2026, 6:30 pm – 8:00 pm · Grace Community Church, Room 204

Join us to launch our fall study of the book of Ruth. Childcare is available for children up to age 5.

[Details & registration](#)

Men's Breakfast

October 10, 2026, 8:00 am – 9:30 am · Fellowship Hall

Coffee, a hot breakfast, and a short devotional to start your Saturday. Bring a friend.

[Details & registration](#)

Fall Marriage Retreat

October 16, 2026, 6:00 pm – October 18, 2026, 12:00 pm · Cedar

Figure 3.1 The Upcoming Events list.

The calendar

The calendar shows one month at a time, with buttons for the previous and next month. Events use their category's colors.

Hover over an event, or move to it with the Tab key, to see its date, time, location, and a short summary. On phones, the calendar switches to a list so it's easy to read.



Figure 3.2 The events calendar, showing details for the Youth Lock-In.

Add to calendar

After registering, people can click **Add to my calendar** to download the event to Google Calendar, Apple Calendar, or Outlook. The confirmation email can include the same link with the {calendar_link} tag (see [Settings](#)).

Pages from version 6.x

Pages built for 6.x keep working after you import your 6.x data, including ones that use {EVRREGIS} or [EVR_CALENDAR]. See [Upgrading from 6.x](#).

Managing Registrations

Everything about registrations lives in **Event Registration → Registrations**.

Finding registrations

- The tabs across the top filter by status: **Confirmed**, **Waitlisted**, **Pending**, and **Cancelled**, with a count for each.
- Use **Filter by event** and **Filter by payment** to narrow the list, then click **Filter**.
- **Search registrations** finds people by name, email, or reference number (for example R-000042).
- Click a column heading to sort by it.

Registrations

Add New

Import CSV

Export CSV

All (13) | Confirmed (12) | Waitlisted (1)

Search registrations

All events

Any payment status

Filter

13 items

Reference	Name	Event	Status	Payment	Total	Registered
R-000013	The Johnson Family thejohnson.family@example.org	Thanksgiving Community Dinner	Confirmed	Partially paid	39.00 USD	September 26, 2026 1:27 pm
R-000012	Rachel Adams rachel.adams@example.org	Women's Bible Study Kickoff	Confirmed	Free	Free	September 26, 2026 1:27 pm
R-000011	Linda Park linda.park@example.org	Women's Bible Study Kickoff	Confirmed	Free	Free	September 26, 2026 1:27 pm
R-000010	Marcus Reed marcus.reed@example.org	Men's Breakfast	Confirmed	Free	Free	September 26, 2026 1:27 pm
R-000009	Tom Gallagher tom.gallagher@example.org	Men's Breakfast	Confirmed	Free	Free	September 26, 2026 1:27 pm
R-000008	Angela Price angela.price@example.org	Youth Lock-In	Confirmed	Unpaid	16.39 USD	September 26, 2026 1:27 pm
R-000007	Robert Mills robert.mills@example.org	Youth Lock-In	Confirmed	Free	Free	September 26, 2026 1:27 pm
R-000006	Sarah Chen	Youth Lock-In	Confirmed	Paid	32.78 USD	September 26, 2026

Figure 4.1 The Registrations screen.

Pending registrations are people who started registering but didn't confirm on the review step. Their seats are held for 30 minutes, then released.

A registration's page

Click a name to open the registration. It has five tabs:

Tab	What you can do
Summary	See the registrant, tickets, total, amount paid, and balance due. Change the status (confirm, waitlist, or cancel), and choose Email the registrant to let them know.
Attendees	Edit the name of each person on the registration.
Answers	See and correct answers to your registration questions.
Payments	Record, edit, or remove payments.
Contact details	Correct the registrant's name, email, or phone.

Registration R-000002 — Maria Hernandez

[← All registrations](#)

Summary

Attendees (2)

Answers

Payments

Contact details

Registrant

Name Maria Hernandez

Email maria.hernandez@example.org

Phone (615) 555-0129

Event [Fall Marriage Retreat](#)

Status Confirmed

Registered September 26, 2026 1:27 pm · Admin

Change status

Confirmed ▼

☐ Email the registrant

[Update status](#)

Tickets

2 × Per person	300.00 USD
Sales tax (9.25%)	27.75 USD
Total	327.75 USD
Paid	150.00 USD
Balance due	177.75 USD

Payment status: **Partially paid** · [Manage payments](#)

Figure 4.2 The Summary tab of a registration.

Recording payments

On the **Payments** tab, under **Record a payment**:

1. Enter the **Amount** (it starts with the balance due).
2. Choose the **Method**: Check, Cash, or Other.
3. Add a **Note** if you like, such as a check number.
4. Leave **Email a receipt** checked to send the registrant a receipt.
5. Click **Record payment**.

The payment status updates by itself: **Unpaid**, **Partially paid**, **Paid**, or **Free**.

To fix a mistake, click **Edit** next to a payment. **Remove payment** takes it out of the total but keeps it in the history, marked "Removed by" with your name and the date, so your records stay complete.

The screenshot shows the 'Payments' tab interface. At the top, it displays a summary: 'Total 327.75 USD · Paid 150.00 USD · Balance due 177.75 USD'. Below this is a table with columns: Date, Method, Note, Recorded by, and Amount. A single payment record is shown for September 26, 2026, at 1:27 pm, with a Cash deposit of 150.00 USD by Buck Fleming. To the right of the table is an 'Edit' link. Below the table, there are input fields for the amount (150.00), method (Cash), and note (Deposit), along with a 'Save' button and a 'Remove payment' link. At the bottom, the 'Record a payment' section contains fields for Amount (USD) (177.7), Method (Check), Note (e.g. check #1042), a checked 'Email a receipt' checkbox, and a 'Record payment' button.

Date	Method	Note	Recorded by	Amount
September 26, 2026 1:27 pm	Cash	Deposit	Buck Fleming	150.00 USD

[Edit](#)

150.00 Cash

Deposit

Record a payment

Amount (USD) 177.7 Method Check Note e.g. check #1042 ☒ Email a receipt

Figure 4.3 The Payments tab, editing a payment.

Adding a registration yourself

For phone calls, walk-ins, or paper forms:

1. Click **Add New** at the top of the Registrations screen.
2. Choose the event and click **Continue**.
3. Enter the person's details, tickets, and answers. Choose **Confirmed** or **Waitlisted**.
4. Check **Email a confirmation to the registrant** if they should get the confirmation email.
5. Click **Add Registration**. Record any payment on their registration afterward.

As an administrator you can add people even when an event is full or registration has closed; you'll see a note when a registration takes an event over capacity.

Importing from a spreadsheet

To add many people at once, click **Import CSV**.

1. Choose the event. Click **Download a sample file for this event** to get a spreadsheet with the right columns.
2. Fill it in, one person per row, and save it as CSV (in Excel: **File → Save As → CSV**).
3. Choose the file. You can skip people already registered (matched by email) and choose whether to send each person a confirmation.
4. Click **Upload and preview**. Nothing is saved yet: each row shows **Ready**, **Skipped**, or **Problem**, with the reason.
5. Click **Import** to add the ready rows.

Import Registrations

[← All registrations](#)

Preview of import-demo.csv for Youth Lock-In. Nothing has been saved yet.

2 ready to import · 1 skipped · 1 with problems

Row	Name	Email	Result
2	Liam Foster	liam.foster@example.org	Ready
3	Olivia Grant	olivia.grant@example.org	Ready
4	Sarah Chen	sarah.chen@example.org	Skipped: Already registered for this event.
5	Ben Walsh		Problem: First name, last name, and a valid email are required.

Figure 4.4 The import preview: nothing is saved until you click Import.

Column	Required	Notes
First name, Last name, Email	Yes	
Phone	No	
Ticket	No	The ticket type's name. Leave blank for the first ticket type.
Quantity	No	Defaults to 1.
Status	No	"confirmed" (default) or "waitlisted".
Paid	No	An amount already paid; it's recorded as a payment.
One column per question	No	Head the column with the question's text.

Files can be up to 2 MB and 2,000 rows.

Exporting to a spreadsheet

Click **Export CSV** to download the registrations currently shown, with any filters applied. When you filter to one event, the file includes a column for each registration question. The file opens in Excel, Numbers, or Google Sheets.

When registrants make changes

Emails to registrants include a link to view or update their registration. They can change their name, phone, the names of people attending, and their answers. To change their email address, they need to contact you; you can update it on the **Contact details** tab.

Settings

Go to **Event Registration** → **Settings**. Choose a section on the left, make your changes, and click **Save changes** at the bottom. The bar at the bottom tells you when you have unsaved changes, and warns you before you leave the page without saving.

General

Currency is used for ticket prices, totals, and payments. Each event can use a different currency in its Event Details.

Organization

Tell registrants who's hosting: **Organization name**, **Logo**, **Mailing address**, **Phone**, **Email**, and **Website**. The preview on the right shows how these appear at the bottom of registrant emails.

The screenshot shows the 'Event Registration' WordPress plugin settings page, specifically the 'Organization' tab. On the left is a sidebar with navigation links: General (Currency), Organization (Who hosts your events), Payments (Sales tax and offline payments), Emails (Messages registrants receive), and Advanced (Privacy and your data). The main content area is divided into two columns. The left column contains the 'Your organization' section with fields for 'Organization name' (Grace Community Chu), 'Logo' (https://), and 'Contact details' (Mailing address: 1200 Hillview Road, Franklin, TN 37064). The right column contains an 'In registrant emails' preview showing the organization's name, address, phone, email, and website as they would appear in an email signature.

Figure 5.1 Organization settings, with the email signature preview.

- Emails to registrants are sent under your organization's name.
- When a registrant replies, the reply goes to your organization's **Email**.

- If you leave the name blank, your site title is used.

Payments

Sales tax

1. Turn on **Charge sales tax**.
2. Enter the **Tax rate**, for example 9.25 (up to three decimal places).
3. Set the **Tax label** registrants see, such as "Sales tax" or "VAT".

The example underneath shows what a sample ticket costs with tax, calculated the same way as at checkout. Tax is added after any discounts and rounded to the cent. To skip tax for a particular event, check **Tax exempt** in its Event Details.

The screenshot shows the 'Settings' page for the 'Event Registration' WordPress plugin. The left sidebar contains navigation links: General (Currency), Organization (Who hosts your events), Payments (Sales tax and offline payments), Emails (Messages registrants receive), and Advanced (Privacy and your data). The 'Payments' section is active. The main content area is titled 'Sales tax' and includes the following settings:

- Sales tax**: Added to paid tickets. Mark individual events tax exempt in their Event Details.
- Charge sales tax**: A toggle switch is turned on. Description: Add tax to the price of paid tickets.
- Tax rate**: A text input field contains '9.25' followed by a '%' symbol. Description: For example 9.25. Up to three decimal places.
- Tax label**: A text input field contains 'Sales tax'. Description: Shown to registrants, for example "Sales tax" or "VAT".

At the bottom, a light blue box displays a live example: 'A 25.00 USD ticket + 2.31 USD Sales tax (9.25%) = 27.31 USD'.

Figure 5.2 Sales tax settings and the live example.

Offline payments

Offline payments let people register now and pay by check, cash, or at the door.

- **Accept offline payments** turns this option on.
- **Offline payment label** is the name registrants see, such as "Pay by check".
- **Payment instructions** appear after registering and in the confirmation email. Include who to make checks out to and where to send them.

You record offline payments yourself on each registration (see [Managing Registrations](#)).

Emails

Notifications

- **Notify me of new registrations** sends you an email for each new registration, to the **Notification email** (or your organization's email if left blank).
- **Include an edit link** adds a "View or update your registration" link to every email sent to registrants.

Confirmation, waitlist, and receipt emails

Each email has a subject and message you can change. **Send payment receipts** controls whether receipts are offered when you record a payment.

Messages use tags that are filled in for each registrant. Click a tag under the message to insert it where your cursor is; **More tags** shows the rest.

Confirmation email

Sent when a registration is confirmed.

Confirmation subject

You're registered for {event_name}

Confirmation message

Select a tag to insert it where your cursor is.

Hi {first_name},

Thank you for registering for {event_name}.

When: {event_start}
Where: {event_location}
Add to your calendar: {calendar_link}

{first_name} {event_name} {event_start} {event_location} {ticket_list} {total}

{balance} {registration_reference} {edit_link}

No unsaved changes

Save changes

Figure 5.3 The confirmation email, with tag buttons below the message.

Tag	Becomes
{first_name}	The registrant's first name
{event_name}, {event_start}, {event_location}	The event's name, date and time, and location
{ticket_list}	Their tickets, with prices and any sales tax
{total}, {amount_paid}, {balance}	What they owe, have paid, and still owe

Tag	Becomes
{registration_reference}	Their reference number, such as R-000042
{payment_instructions}	Your offline payment instructions
{edit_link}	A link to view or update their registration
{calendar_link}	A link to add the event to their calendar
{org_name}, {org_phone}, {org_email}	Your organization's details

Advanced

- **Anonymize old registrations** removes personal details (names, contact information, and answers) from registrations a set number of months after their event ends. Totals and payments are kept. Enter 0 to keep registrations indefinitely.
- **Delete data on uninstall** removes all events, registrations, and settings if you delete the plugin. It's off by default, so deleting the plugin keeps your data.

Privacy

Event Registration works with WordPress's privacy tools:

- **Tools → Export Personal Data** includes a person's registrations.
- **Tools → Erase Personal Data** anonymizes their registrations. Names, contact details, attendee names, and answers are removed; amounts paid are kept for your financial records.
- **Settings → Privacy → Policy Guide** has suggested wording about event registrations for your privacy policy.

The plugin doesn't send any information to outside services.

Upgrading from 6.x

Version 7.0 is a complete rewrite of Event Registration. It's faster and more secure, and it brings your 6.x events, registrations, and payments with it. Your 6.x data is never changed or deleted unless you choose to remove it.

Before you update

- **Back up your site**, including the database. Most hosts offer backups, or use a backup plugin.
- **Check your PHP version.** 7.0 needs PHP 8.2 or later and WordPress 6.9 or later. See **Tools → Site Health → Info → Server**.
- **Online payments:** 7.0 includes offline payments (check, cash, pay at the door). The 6.x PayPal, Authorize.Net, and other gateway integrations are not part of 7.0; online payments are planned as add-ons.
- **The Location and Coordinator modules** from 6.x are not compatible with 7.0. Their features are planned as new add-ons.

Update the plugin

1. Update Event Registration from **Plugins** or **Dashboard → Updates**.
2. If the old Location or Coordinator module is active, a notice explains that it isn't compatible, with a button to deactivate it. Click the button. Nothing is deactivated until you do.

Event Registration: This add-on from Event Registration 6.x is not compatible with version 7.0 and should be deactivated: Event Registration - Coordinator Module. Its features will be available as a new add-on, and your existing data is safe. [Deactivate it](#)

Figure 6.1 The notice for old 6.x modules. Nothing is deactivated until you click the button.

Import your 6.x data

When 6.x data is found, a notice links to **Event Registration → Import from 6.x**.

Event Registration: Event data from Event Registration 6.x was found. [Review and import it](#) [Dismiss](#)

Figure 6.2 The notice that appears when 6.x data is found.

1. Review **What was found** (how many events, registrations, and payments) and **Things to know** (for example, events whose date couldn't be read).
2. Click **Start import**. A progress bar shows each step. If you close the page or the connection drops, come back and click **Continue import**; nothing is imported twice.
3. When it finishes, check the summary. **Download the full report (CSV)** lists anything that was skipped or adjusted, and why.

Import from Event Registration 6.x

This copies your 6.x events, tickets, questions, registrations, and payments into version 7.0. Your 6.x data is only read, never changed, so you can run it safely.

What was found

Categories	2
Events	4
Ticket types (fees/items)	4
Questions	3
Registrations	5
Answers	4
Payments	4
Locations (Location module)	1

Things to know

- 1 event has a start date or time that cannot be read. It will be imported as a draft for you to fix.
- 1 registration belongs to an event that no longer exists. It will be skipped.

Import

Start import

Figure 6.3 Before importing: what was found, and things to know.

Import from Event Registration 6.x

The import is complete.

	Imported	Skipped	Failed
Categories	2	0	0
Events	4	0	0
Ticket types	3	1	0
Questions	3	0	0
Registrations	4	1	0
Payments	3	1	0

Notes and problems

[Download the full report \(CSV\)](#)

Item	Result	Details
Events #3	imported	Start date or time could not be read; imported as a draft.
Ticket types #4	skipped	Its event was not imported.
Registrations #3	imported	No ticket details in 6.x; imported as 1 × Registration.
Registrations #4	skipped	Its event (6.x #99) does not exist.
Registrations #5	imported	Email address is missing or invalid.
Payments #3	skipped	No matching registration.
Payments #4	imported	Payment status "pending" imported as pending (not counted as paid).

[View imported events](#)

[View registrations](#)

[Run the import again \(for 6.x data added since already-imported items are skipped\)](#)

[Remove 6.x data](#)

Figure 6.4 After importing: the summary and report.

From 6.x

Comes across as

Company settings

Organization details and sales tax rate (Settings)

From 6.x	Comes across as
Categories and their colors	Event categories
Events	Events with their dates, times, capacity, venue, and categories. A limit of 999 becomes unlimited.
Location module venues	The event's location
Fees and items	Ticket types
Questions and answers	Registration questions and each registration's answers
Attendees	Registrations, including each person's name and waitlist status
Payments	Payment history, with balances matching what 6.x showed

Not imported: payment gateway settings, and your 6.x email templates. Review the new emails in **Settings → Emails**.

Events whose dates couldn't be read are imported as drafts. Open each one, fix the date, and publish it.

Your existing pages

Pages built for 6.x keep working after the import:

On your 6.x page	In 7.0
{EVRREGIS}	Your upcoming events, each linking to its registration page
{EVR_CALENDAR}, {EVR_MINI_CALENDARS}, [EVR_CALENDAR]	The events calendar
{EVR_UPCOMING}, [EVR_EVENTS]	The upcoming events list
[EVR_SINGLE event_id="5"]	That event and its registration form
[EVR_CATEGORY event_category_id="youth"]	Upcoming events in that category
[EVR_PAYMENT]	A note directing people to their confirmation email and your contact details
[EVR_ATTENDEE], [EVR_CUSTOM_ATTENDEE]	Nothing (public attendee lists aren't part of 7.0). Only administrators see a note.

Old event links (such as ones in past emails) go straight to the event's new page.

When you're ready, you can replace the old codes with the new blocks or shortcodes described in [Showing Events on Your Site](#). The event, calendar, and payment pages you created for 6.x are no longer required: every event now has its own page.

Remove the old 6.x data

After you've checked your events and registrations, you can delete the old 6.x tables from **Import from 6.x**: type DELETE and click **Remove 6.x data permanently**. This can't be undone, so keep a backup. Your 7.0 data isn't affected.

Questions

Is my 6.x data safe during the import?

Yes. The importer only reads your 6.x data. Nothing is changed or deleted until you choose **Remove 6.x data permanently**.

Can I run the import again?

Yes. Items already imported are skipped, so running it again only brings in anything new.

Why were some registrations skipped?

Usually because they belonged to an event that had been deleted in 6.x. The report (CSV) lists each skipped item with the reason.

Why should I update from 6.x at all?

Version 6.x has known security problems and doesn't run on current versions of PHP. Version 7.0 was rebuilt to fix them.

Quick tips

- Every event gets its own page with a registration form. You don't need to create a registration page.
- To show a calendar, add the **Events Calendar** block to any page, or the shortcode `[evreg_calendar]`.
- To list upcoming events, add the **Upcoming Events** block, or the shortcode `[evreg_events]`.
- A ticket price of 0 makes a ticket free. Leave **Capacity** blank for unlimited seats.
- Add your organization's name, address, and email in **Event Registration** → **Settings** → **Organization**. Emails to registrants are sent under that name, and replies go to that email address.
- Upgrading from 6.x? Your existing pages keep working once you import your data. Start with [Upgrading from 6.x](#).