



How to read your ATTENDEE LIST

	LAST NAME	FIRST NAME	QUANTITY	DATE
1	Kirk	Captain	N/A	N/A
			Reserved as Scotty, Montgomery.	
	Kirk	Captain	N/A	
			Reserved as Uhura, Nyota.	
	Kirk	Captain	N/A	N/A
			Reserved as Spock, S'chn T'gai.	
	McCoy	Leonard	1	10/01/2099 8:00 AM
		#105056223 - CAGBIYKQXE		
2	Scotty	Montgomery	1	10/01/2099 8:00 AM
		#105056118 - MRPBVQK7AY	Reserved by Kirk, Captain .	

1 Ticket Buyer – Strikethrough + N/A: name of purchaser or name on card used to place order.

Reserved by: name of the buyer. Used as a placeholder and always matches a name with a strikethrough.

Tickets are not held under this name. Tickets under “Reserved as” name. In this case, Montgomery, Scotty.

2 Attendee – Ticket Number + Quantity: name of person attending event and number of tickets they have.

Reserved as: name of the attendee. Used as a placeholder and always matches a name with a strikethrough.

Montgomery, Scotty has one ticket reserved under their name that Captain Kirk purchased.

	Sulu	Hikaru	N/A	
			Reserved as Sulu , Hikaru .	
3	Sulu	Hikaru	1	
		#105056275 - 3CZEN8Z9K7	Reserved as Sulu, Hikaru.	

3 Buyer’s name appears twice. Happens when buyer and attendee name do not match exactly. In the example below, Sulu added a space after their name when entering their attendee details.

Need a list of attendees only?

Navigate to the Door List and click **Download**. It will generate a list of attendee details only.