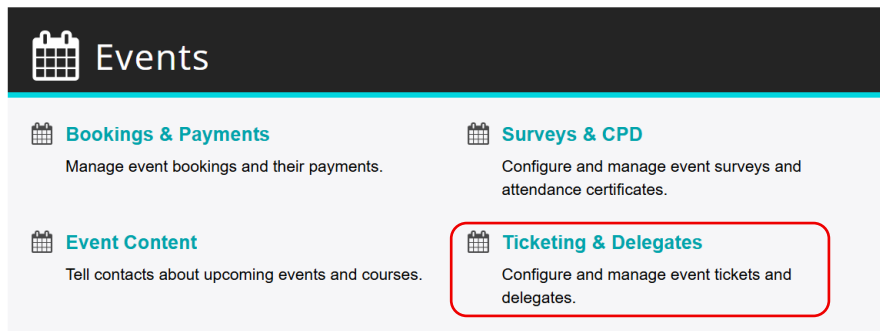


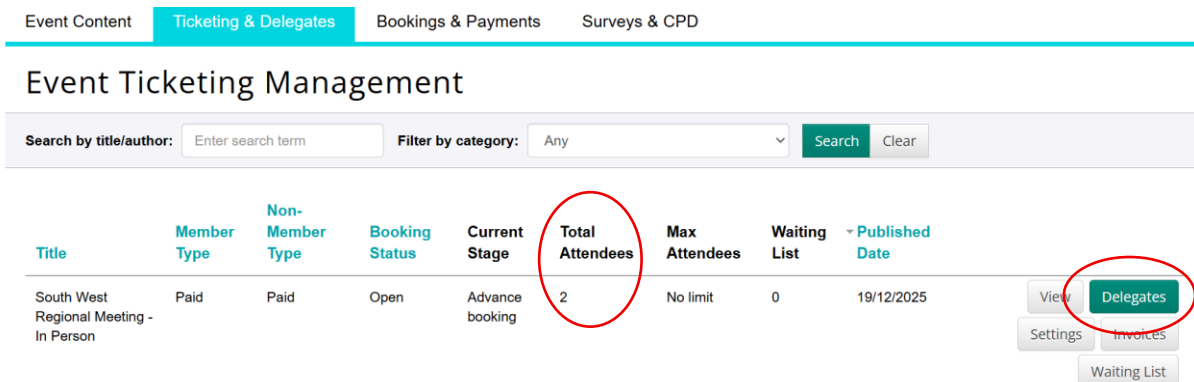
Managing Event Delegates

When you log in to your BASHH account you will automatically go to the website admin page. If you want to use the website as normal please select 'view public site' at the top of the page.

To view a list of delegates select ticketing and delegates in the events section of the admin page.

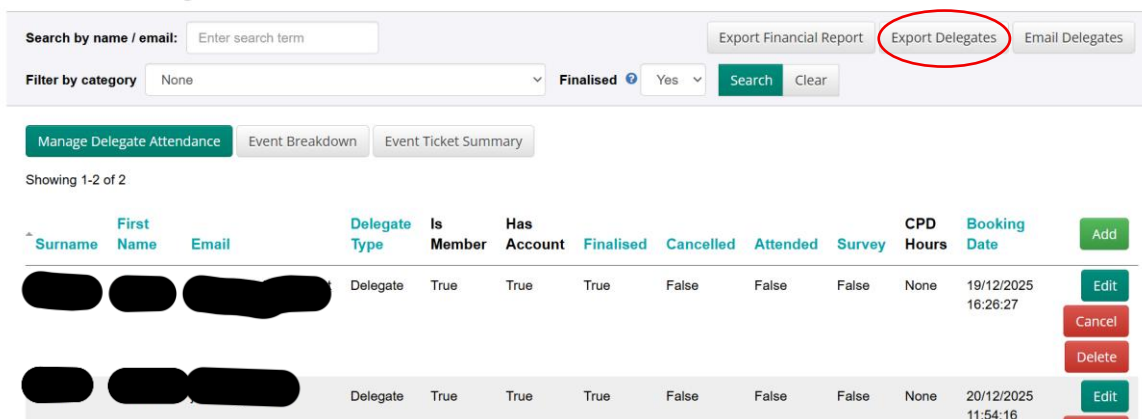


You will then be able to see an overview of the bookings for your event. In the example below 2 people have booked. To view a list of delegates select the green delegates button to the right



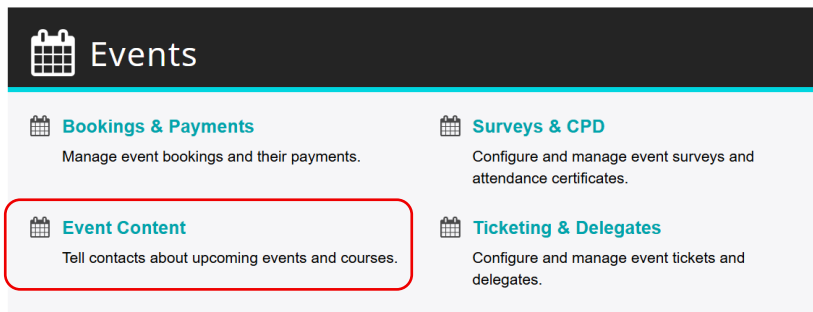
On the delegates page you can see each of the delegates individually. If you want to export a list of delegates, select the 'Export Delegates' button top right, which will download the delegates as a CSV file, which you can open in Excel.

Event Delegates



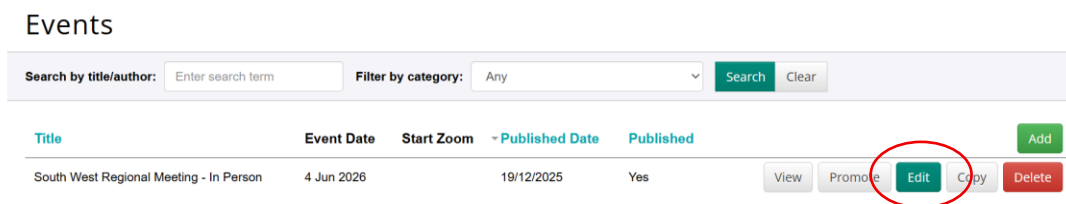
Editing your event content

Select 'Event Content' on the admin page.



The screenshot shows the 'Events' admin page with four main sections: 'Bookings & Payments', 'Surveys & CPD', 'Event Content', and 'Ticketing & Delegates'. The 'Event Content' section is highlighted with a red border. Below each section is a brief description of its function.

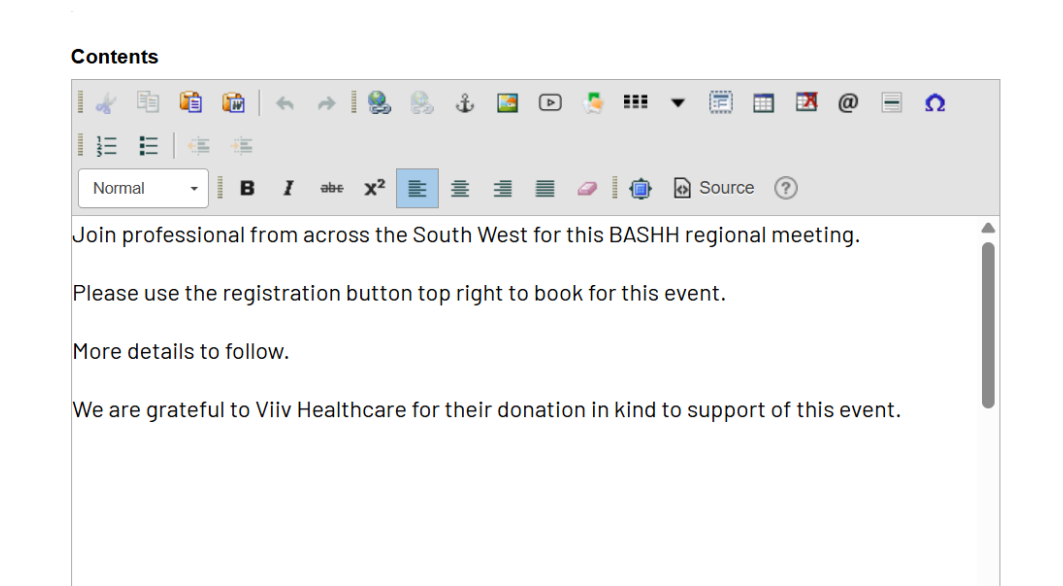
This will take you to the event content page, where you can select edit to open the content.



The screenshot shows the 'Events' list page. At the top, there are search and filter options. Below is a table of events with columns for Title, Event Date, Start Zoom, Published Date, and Published. The 'Edit' button for the 'South West Regional Meeting - In Person' event is circled in red.

Title	Event Date	Start Zoom	Published Date	Published	
South West Regional Meeting - In Person	4 Jun 2026		19/12/2025	Yes	View Promote Edit Copy Delete

To edit the text on your event booking page scroll down to the Contents box and you can edit the text directly. For more complex changes please contact events@bashh.org for assistance.



The screenshot shows the 'Contents' editor. It features a rich text editor toolbar with various icons for text formatting, alignment, and media insertion. The main content area contains the following text:

Join professional from across the South West for this BASHH regional meeting.

Please use the registration button top right to book for this event.

More details to follow.

We are grateful to Viiv Healthcare for their donation in kind to support of this event.