

# Update Purchaser Order Details

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All completed ticket purchases appear in Ticket Orders to review, update, or return by an Org or Campaign Admin.

## Update Purchaser Contact Information

Updates to a ticket purchaser's valid email, phone or address are made in their user account.

1. From the Users Container within the Dashboard, click the More button ("...").
2. Select Manage Users.
3. Search for the purchaser.
4. Click on their user account to open their User Details.
5. Click in the fields to update and click out to save.
6. Visit Ticket Orders to see the updated purchaser's details.

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### Ticket Orders

74 ATTENDEES 29 ASSIGNED 23 CONFIRMED

Filter By  Send Confirmation Reminder Send Assignment Reminder + New Order

<input type="checkbox"/> PURCHASER	DATE	ATTENDEES	AMOUNT	
<input type="checkbox"/> ▶ David Klassen	05-26-2021	2	\$200.00	
<input type="checkbox"/> ▶ Gail Bastas	05-26-2021	2	\$200.00	
<input type="checkbox"/> ▶ Bobby Smith	05-26-2021	2	\$200.00	
<input type="checkbox"/> ▶ Robert Talleyman	05-26-2021	10	\$1,000.00	
<input type="checkbox"/> ▶ Gail Bastas	05-20-2021	10	\$1,000.00	

[Help](#)

#### ORDER DETAIL

Select an order to view details.

**Tip:** Edit the Group Name from Order Details. Group Name is a searchable field from Check-In and can assist with locating attendees in a purchase order.

## Update Attendee Information

Visit [Manage Attendees](#) in Ticket Orders to learn more.

## Return a Ticket Order

Visit [Return a Purchaser Ticker Order](#) to learn more.

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