## Update Purchaser Order Details

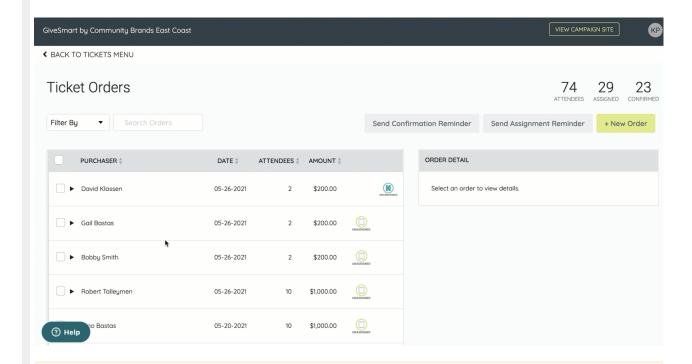
Last Modified on 05/22/2022 7:32 pm EDT

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. Sear 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.



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.