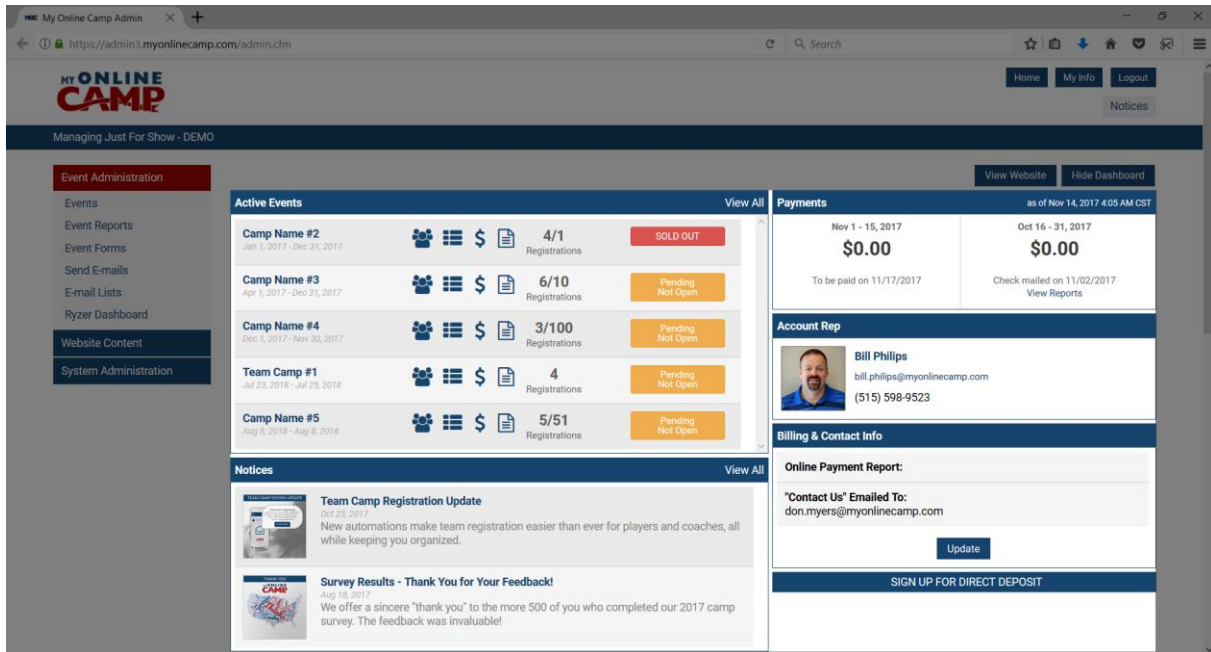


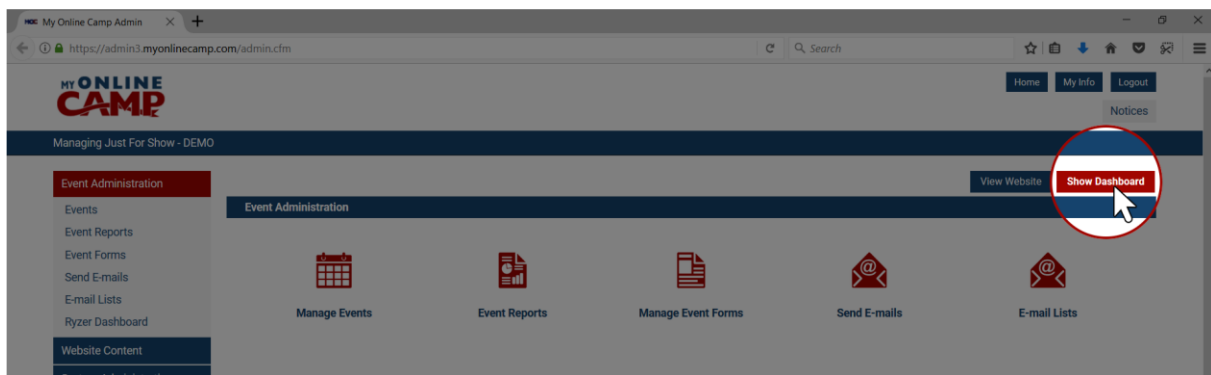
# Updating Event Registration Limit

## Step 1: View Dashboard

To start off, we want to make sure that we are using the "Dashboard View". When logged in, you should see this screen:



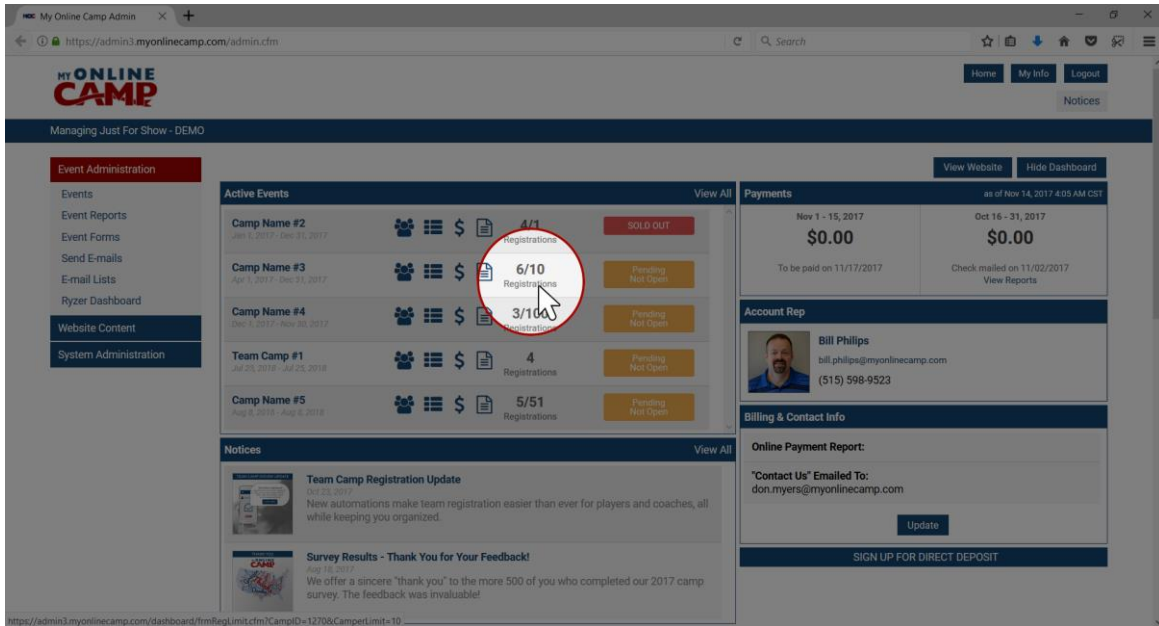
If you are not using the Dashboard, click the "Show Dashboard" button in the top right of your screen.



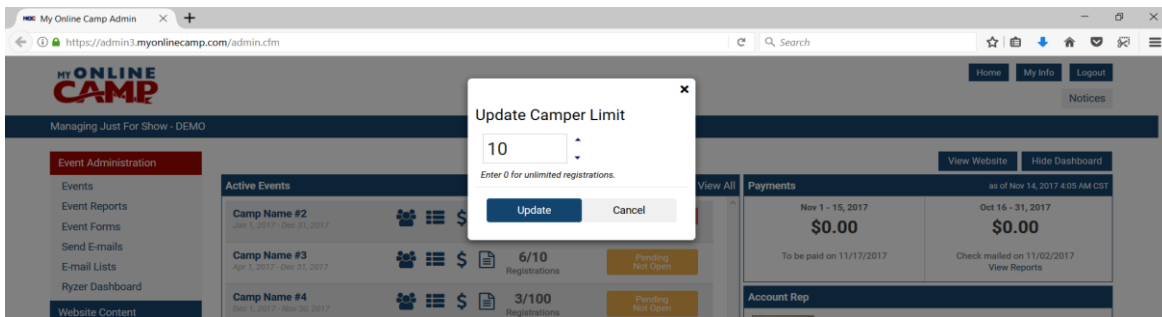
**Note:** this will appear as "Hide Dashboard" if you are already viewing the Dashboard

## Step 2: Click "Registrations"

Now that you are viewing the dashboard, click on the "registrations" number between the event icons and the event status button.



Clicking here will open this pop up menu:



### Step 3: Change Limit

From here you can arrow up or down to change your registration limit, or simply enter the new registration limit in the box. Once you have your desired limit, click "Update" to save your changes!

