

# How to manage events?



On the [Courses] - [Event Management] page, you can quickly view all event information for 'Ongoing' and 'Ended' events, and perform operations such as registration management, check-in management, editing, and updating for each event.

For specific events, you can view the overall registration progress of the event: [List Management]  
image.png

The relevant information of users will be fully displayed. For events that require review, you can quickly review the registered participants.

When a user no longer wishes to participate in an event and requests a refund, you can [Void] the user's ticket in the successful registration list and complete the refund in the order management.

(The void operation only applies to users who have successfully registered but have not checked in.)

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