[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=9053&utm_source=template-word&utm_medium=content&utm_campaign=Event+Registration+Tracking-word-9053&lpa=Event+Registration+Tracking+word+9053)**Event Registration Tracking Template**

|  |  |  |  |
| --- | --- | --- | --- |
| Event Name |  | Event Date |  |
| Location |  | Organizer Name & Contact |  |
| Registration Open Date |  | Registration Closed Date |  |

Registration Information

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ID | Attendee Name | Company/Organization | Email | Phone | Registration Date | Ticket Type | Payment Status | Amount Paid | Special Requests | Dietary Restrictions | Notes |
| REG-001 | Carmen Robertson | Acme Corp | jane@acme.com | 555-123-4567 | 2025-07-01 | VIP | Paid | $15.00 | Wheelchair access | Vegetarian | Needs early check-in |
| REG-002 | Jonathon Wong |  | john@example.com | 555-987-6543 | 2025-07-02 | General | Pending | $0.00 | None | Gluten-free | Will pay on-site |
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Registration Summary

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| --- | --- |
| **Total Registrants** | **2** |
| **Total Revenue** | **$15.00** |
| **Outstanding Payments** | **0** |
| **Breakdown by Ticket Type** |  |
| **Capacity Remaining** |  |

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