

# Bulk Creation

Last Modified on 11/30/2022 12:34 am EST

Bulk Creation lets you select multiple contact records, and then add new module details for all these people in a single operation.

1. Once you select the desired Module, the corresponding module fields appear for you to edit.
2. Use Target Group to select the specific people that you wish to create new module items for.
3. Complete the details for the module item that you want to add, making sure to fill in all mandatory fields.
4. If you are adding items that have an inventory, such as Accommodation or Functions, you can select the Check Inventory button to make sure you have adequate inventory prior to creating your new items.
5. Once you have created your new items, select Start to bulk add your new items to your attendee records.

Bulk Creation

Details

Selected Records

Module

Registrations

Target Group

0 Records Selected

Details

Tax

Registration Type\*

Please select...

Payment Status\*

Please select...

Adjustment

0.00

Discount Code

Please select...

Discount

0.00

Tax

0.00

Total Charge

0.00

Date Registered\*

30/11/2022 03:33 PM

Comment

Clear

Cancel

Start