

Registrations and RSVPs

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PLUS ✎ Registrations are available on all plans. Scheduling registration requires Plus or higher. [Learn more here.](#)

Events can offer multiple registrations to give hosts and attendees maximum transparency and flexibility.

Custom registrations

Event [hosts](#) and [admins](#) can tailor the action word as best for their group. The default is "Going." A description can also be added.

Multiple registrations

Add additional registrations to organize members in advance. Event hosts and admins can set as many different registrations as they would like, and members can select the one that best fits them.

In addition, members can sign up as "Interested" to join the [event chat](#) but not register. Or they can select "Not going".

Default registrations

By default, an event has two additional registration options. Event hosts can toggle default registrations on or off, but default registrations cannot be edited.

Interested: Attendees can join the event chat and receive event updates without formally committing to join the event.

Not going: Invited members can inform the hosts and other attendees that they cannot attend. They do not receive updates.

Registration visibility

By default, when a member registers for the event, other members can see it. Visible registrations build camaraderie before the event, encourage sign-ups, reduce no-shows, and help members

connect. Event registrations, however, are not visible to the public.

An admin or host can restrict attendance visibility to only allow registered members to see who's attending. When restricted, members of the group who have not yet registered cannot see other members who have.

Registration sorting

Event registration lists in Heylo are sorted alphabetically unless the event has [awaitlist](#).

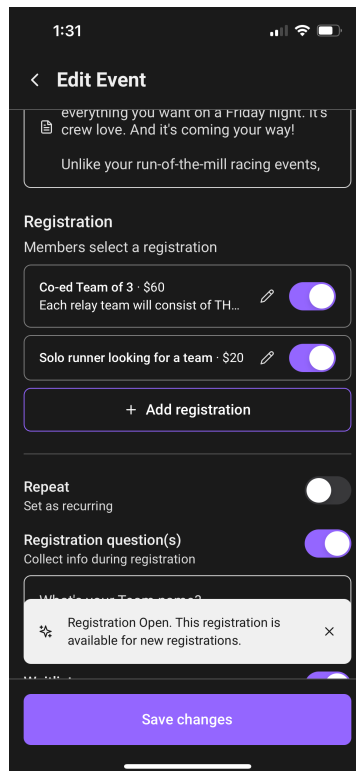
For events without a waitlist, all registration lists including cancelled are sorted alphabetically by the attendee's full name. However, when an event has a waitlist, the confirmed registration list changes to chronological order based on registration timestamps (first come, first served) to ensure fairness.

The "not going" and "[cancelled](#)" lists always maintain alphabetical sorting regardless of capacity settings.

Open and close registration

A host or admin of the group can close a registration after an event is published. When an event registration is closed, no one can sign up for the registration. Existing members who signed up for the registration can stay, but if they change their registration they cannot sign up again.

A closed registration can also be opened again. To send notifications about a registration update, publish the event and select the desired notification option.



Schedule registration open and close

Scheduled registration requires Plus or higher.

Hosts can set registration to open, close, or both at a specific date and time. The event remains visible to members before registration opens. Members receive a push notification when registration opens.

How to schedule registration

1. Select an event to create or edit
2. Select Schedule in the Registration section
3. Set an open date, a close date, or both
4. Select Save

For events with multiple registration types, schedules can be applied in two ways:

- **Unified** – set one schedule that applies to all registration types at the same time
- **Independent** – set a unique open and close time for each registration type separately

For example, a paid event could offer early bird tickets that open two weeks before the event and close after one week, followed by general admission that opens automatically when early bird closes. Each registration type runs on its own schedule without any manual intervention.

To upgrade, visit heylo.com/pricing.

Remove registration

As an admin, you can control the waitlist and registration. To remove a registration, long press on the attendees' name.
