1. Log in to your account, once logged in hover over the icon in the top right corner and select Manage events.

2. Click on the name of the event you wish to manage.
3. Go to "Orders" (under Manage Attendees)

From the options menu, scroll to the bottom until you see the Manage Attendees section.

**TIP:** For events that have multiple dates/times, choose a time/date from the Individual Event Selector (at the top of the Manage page) to check accessibility requirements for each event.

5. Click on “Report Type” and select Custom Question Responses
6. Select “Yes” under Survey Answer and press GO

7. You can now see at the bottom of the screen if any attendees have listed access requirements. Scroll all the way to the right, using the light grey scroll bar, to see what these requirements are.