

How can I set my event registration deadline for an event?

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The registration end date varies depending on the event type.

- **Virtual events:** Registration settings are automatic and will close based on system defaults.
 - For virtual events, registration automatically remains open until the day after the event to allow attendees to register on the day of the event and access the recording if needed.
- **In-person/Hybrid events:** You will be asked whether on-site registration is allowed:
 - If **on-site registration is not allowed**, the event page will close at **midnight on the day of the event** (e.g., November 17 at 11:59 PM).
 - If **on-site registration is allowed**, the event page will remain open until **midnight the day after the event**.

For in-person events, the registration behavior is determined by the selections made at the time of submission. For virtual events, the process is automatic.

If you need registration to close earlier than the system default, please email us at events@hbanet.org for assistance.
