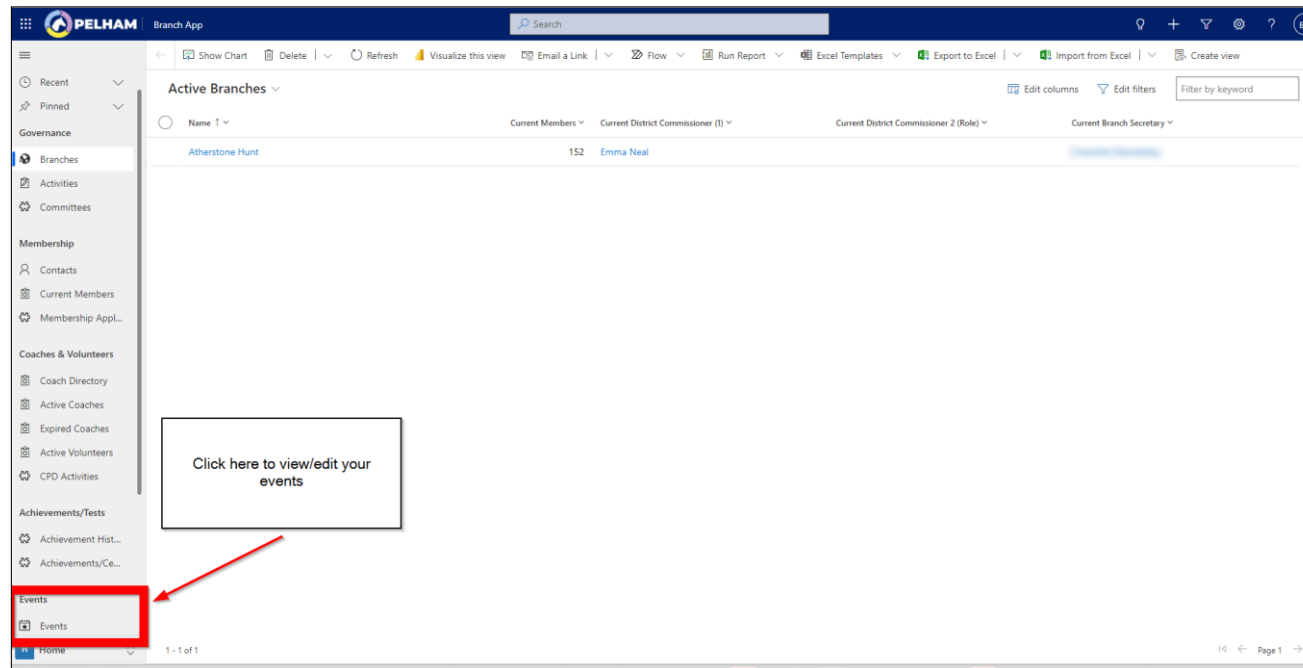
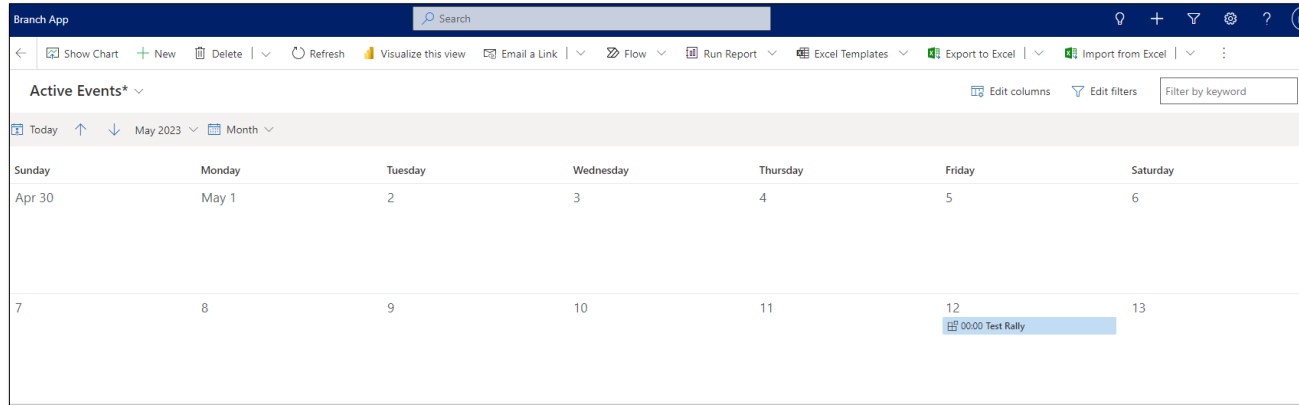


## Update results in Pelham & close event

1. Please note if the rally was for a badge/test this will not be added to the members record until you manually 'Close' the event within PELHAM - this allows you to make any changes before the members achievement record is updated. See below -
1. Log into Pelham > <https://ponyclub.crm11.dynamics.com/main.aspx?appid=7231abef-ede8-4940-a746-0d2e73383b04>
2. Select 'Events' from the left-hand menu, as highlighted below.



2. You will need to find the event and double click this to open



Once you have clicked through to the event within Pelham, you need to change the **'Status reason'** from **'Open'** to **'Closed'** – This will then update the members achievement record with the badges /tests they have completed within this event.

