

# How to Manually Register Constituents for an Event

**Step 1:** Open the Registrations tab on your event.

**ASRV - GAIL Events Assistance Training**

Event date: 7/2/2021  
Site: Alumni Association  
Location: Classic Center  
300 N. Thomas Street  
Athens, GA 30601  
Room/Unit: Athena Ballroom  
Contact:  
Coordinator:  
Category: Educational

Status: ✔ Active  
Lookup ID: 8-10008122

**Event expenses**  
Expense budget: \$0.00  
Agreed expenses: \$0.00  
Amount paid: \$0.00  
0% of budget

**Event capacity**  
Event capacity: 450  
Will attend: 0  
Will not attend: 0  
0% of capacity

Tasks/Coordinators | Options | Invitations | **Registrations** | Pending Registrations | Registrants-More Details | Regret Responses | Speakers

**Registrations (17)** + Add | More ▾

Type:  Registrant:   
Status:  Attended:  Apply Reset

<input type="checkbox"/>	Registrant	Type	Status	Attend
<input type="checkbox"/>	Bond, Cindy M.	Invitation	No reply	
<input type="checkbox"/>	Clary, Emily J.	Invitation	No reply	
<input type="checkbox"/>	Crowe Boles, Tanya L.	Invitation	No reply	
<input type="checkbox"/>	DeMott, Helen J.	Invitation	No reply	
<input type="checkbox"/>	Elmore, Elizabeth R.	Invitation	No reply	
<input type="checkbox"/>	Engesser, Olivia E.	Invitation	No reply	

**Step 2:** Locate the constituent's name in the list of invitees and click the dropdown arrow next to the name and click Register.

Tasks/Coordinators | Options | Invitations | **Registrations** | Pending Registrations | Registrants-More Details | Regret Responses

**Registrations (17)** + Add | More ▾

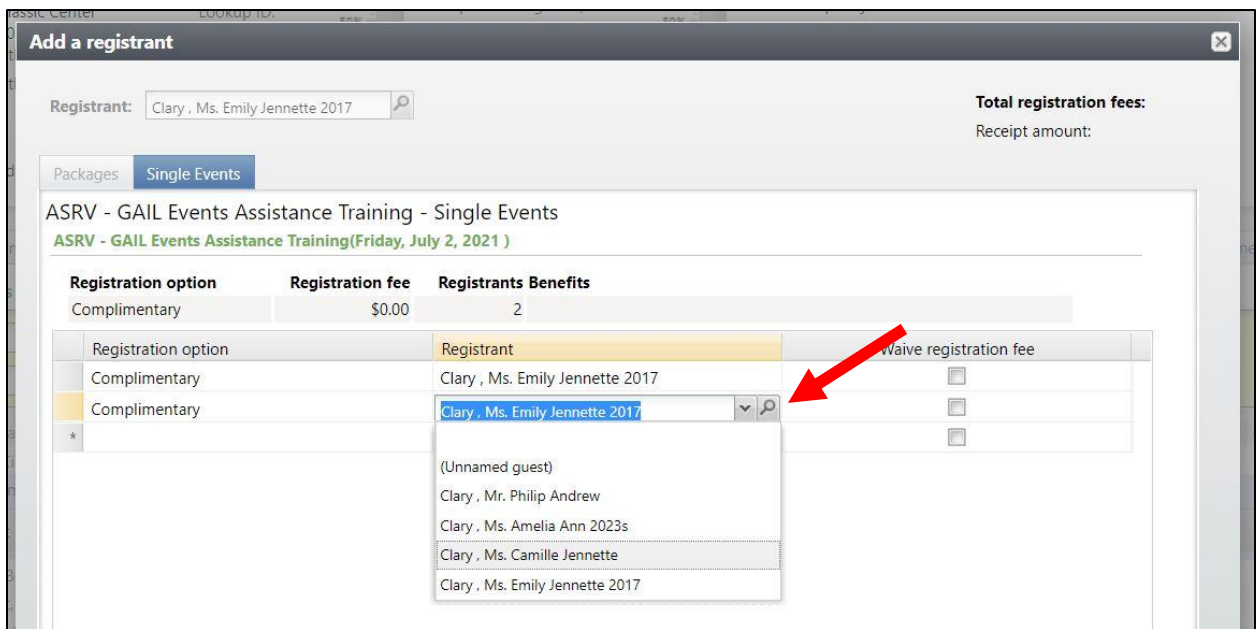
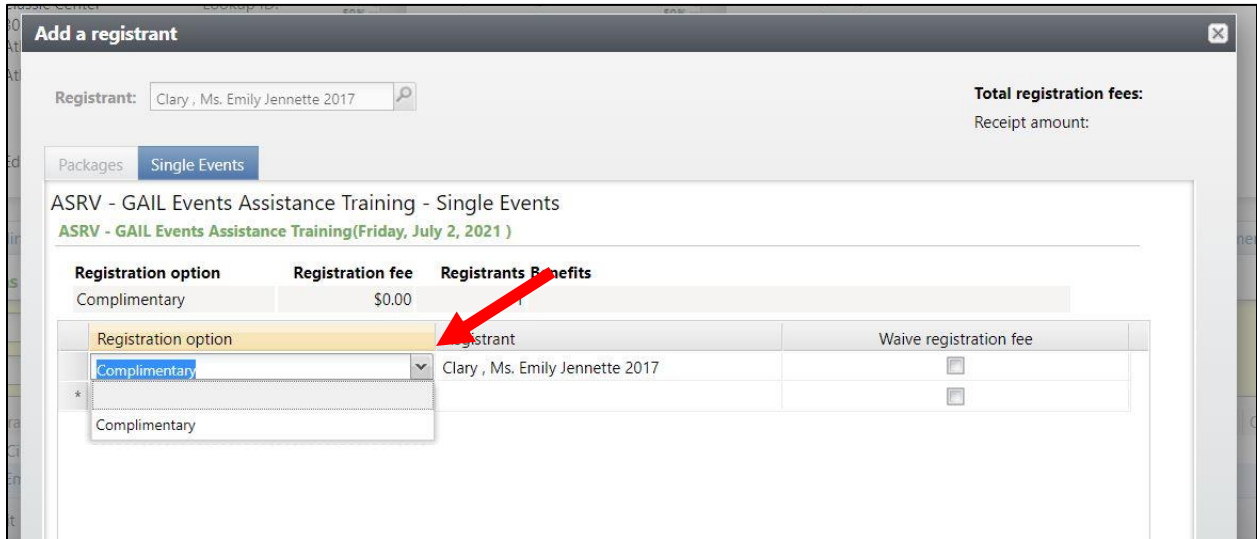
Type:  Registrant:   
Status:  Attended:  Apply Reset

<input type="checkbox"/>	Registrant	Type	Status
<input type="checkbox"/>	Bond, Cindy M.	Invitation	No reply
<input type="checkbox"/>	Clary, Emily J.	Invitation	No reply
<input type="checkbox"/>	Crowe Boles, Tanya L.	Invitation	No reply
<input type="checkbox"/>	DeMott, Helen J.	Invitation	No reply
<input type="checkbox"/>	Elmore, Elizabeth R.	Invitation	No reply
<input type="checkbox"/>	Engesser, Olivia E.	Invitation	No reply

Add/Edit Name Tag | ✔ Will not attend | + Register | Edit ▾ | Delete | ✔ Mark as declined

**Step 3:** Select a Registration Option from the dropdown list.

If the constituent has requested to bring a guest/guests, add their info by clicking into the next empty line and choosing a Registration Option then searching for the constituent under the Registrant column. If they do not know who they're bringing yet, select Unnamed Guest and you can enter their information later. Repeat as many times as needed.



**Step 4:** Click Save.

**Add a registrant**

Registrant: Clary, Ms. Emily Jennette 2017

**Total registration fees:**  
Receipt amount:

Packages **Single Events**

ASRV - GAIL Events Assistance Training - Single Events  
ASRV - GAIL Events Assistance Training(Friday, July 2, 2021)

Registration option	Registration fee	Registrants Benefits
Complimentary	\$0.00	2

Registration option	Registrant	Waive registration fee
Complimentary	Clary, Ms. Emily Jennette 2017	<input type="checkbox"/>
Complimentary	(Unnamed guest)	<input type="checkbox"/>
*		<input type="checkbox"/>

Help Save Cancel

**Step 5:** If you have constituents who respond to your invitation to let you know they can't attend, click the dropdown arrow next to that person's name and click Mark As Declined. This will exclude the constituent from receiving any follow up communications you send using a smart query.

<input type="checkbox"/>	Jones, David S.	Invitation	No reply
<input type="checkbox"/>	Judy, Kellie D.	Invitation	No reply
<input type="checkbox"/>	Will not attend	Register	Mark as declined
<input type="checkbox"/>	Lee, Melissa L.	Invitation	No reply
<input type="checkbox"/>	Morrow, Ashley L.	Invitation	No reply