

How to Update Event Attendance

Step 1: Open the Registrations tab of 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 [icon] More ▾

Type: [dropdown] Registrant: [input]
Status: [dropdown] Attended: [input] Apply Reset

<input type="checkbox"/>	Registrant ▲	Type	Status	Attended
<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: In the yellow Filters section, change the status to Registered to automatically filter out any invitees who did not register. Click Apply.

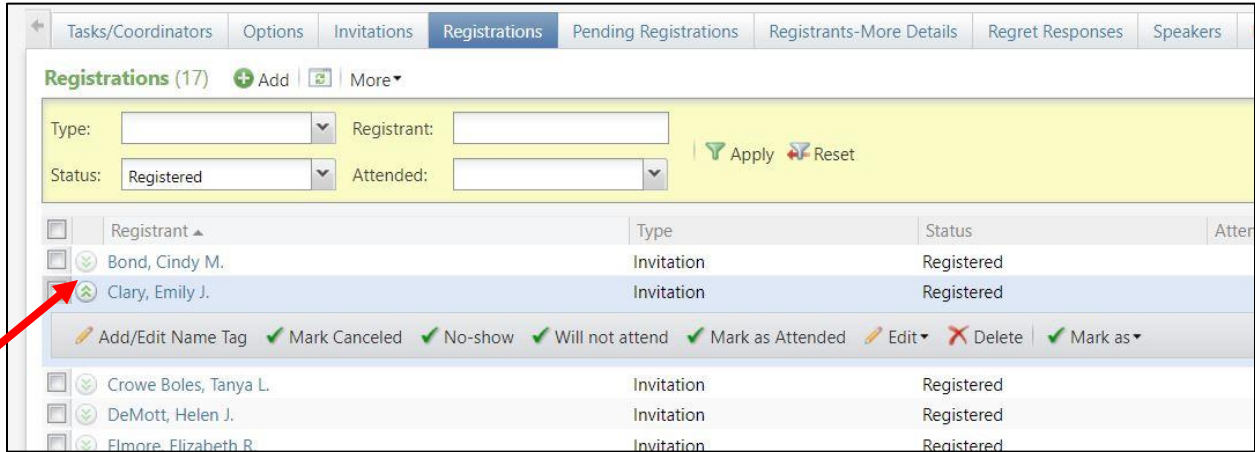
Tasks/Coordinators Options Invitations **Registrations** Pending Registrations Registrants-More Details Regret Responses Spea

Registrations (17) + Add [icon] More ▾

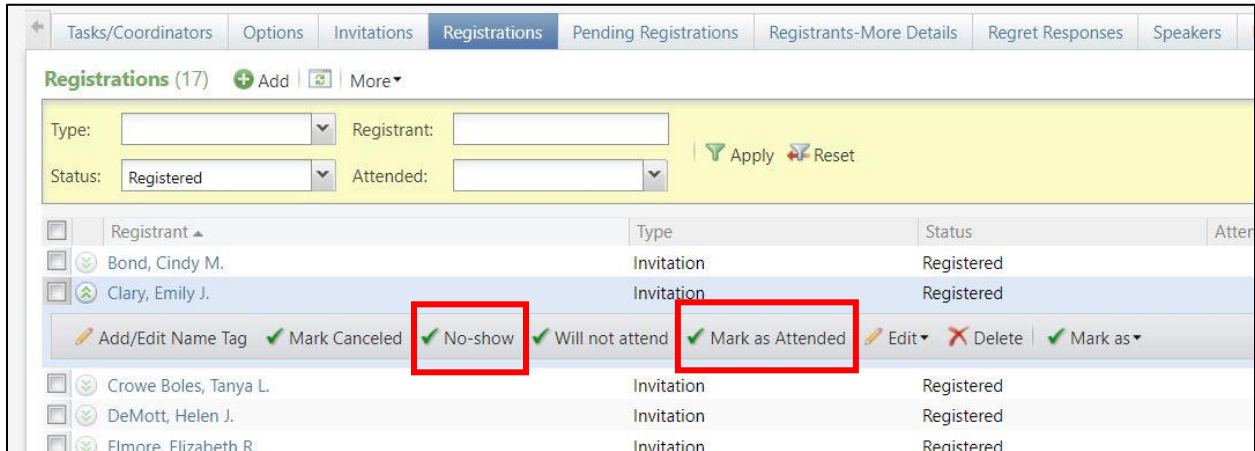
Type: [dropdown] Registrant: [input]
Status: **Registered** [dropdown] Attended: [input] **Apply** Reset

<input type="checkbox"/>	Registrant ▲	Type	Status	Attended
<input type="checkbox"/>	Bond, Cindy M.	Invitation	Registered	
<input type="checkbox"/>	Clary, Emily J.	Invitation	Registered	
<input type="checkbox"/>	Crowe Boles, Tanya L.	Invitation	Registered	
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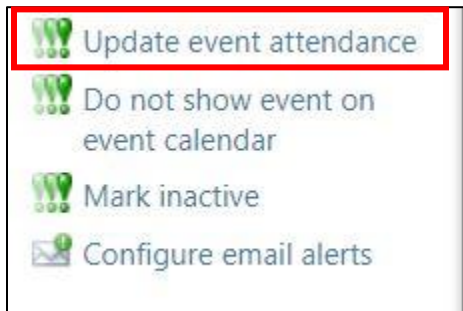
Step 3: Click the dropdown arrow next to the name of the constituent whose attendance you want to update.



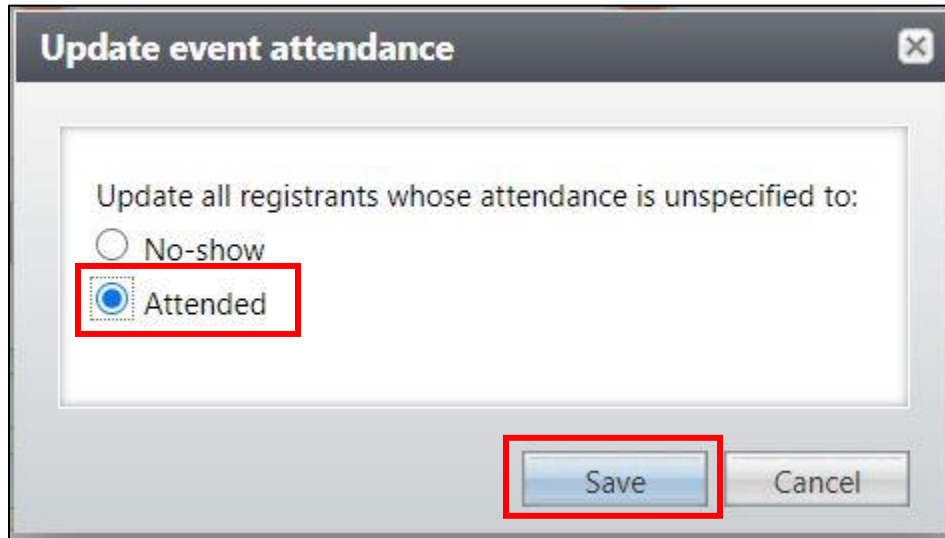
Step 4: Choose either No-Show or Mark as Attended.



Pro-Tip: If you have a lot of constituents to update, mark all of the No-Show's manually using the method above (this will usually be a smaller number than those who attended) and click Update Event Attendance on the left side of the screen.



Select the Attended option on the pop-up window and click Save. **This will update the rest of your registrants' attendance in bulk.**



Update event attendance [X]

Update all registrants whose attendance is unspecified to:

No-show

Attended

Save Cancel