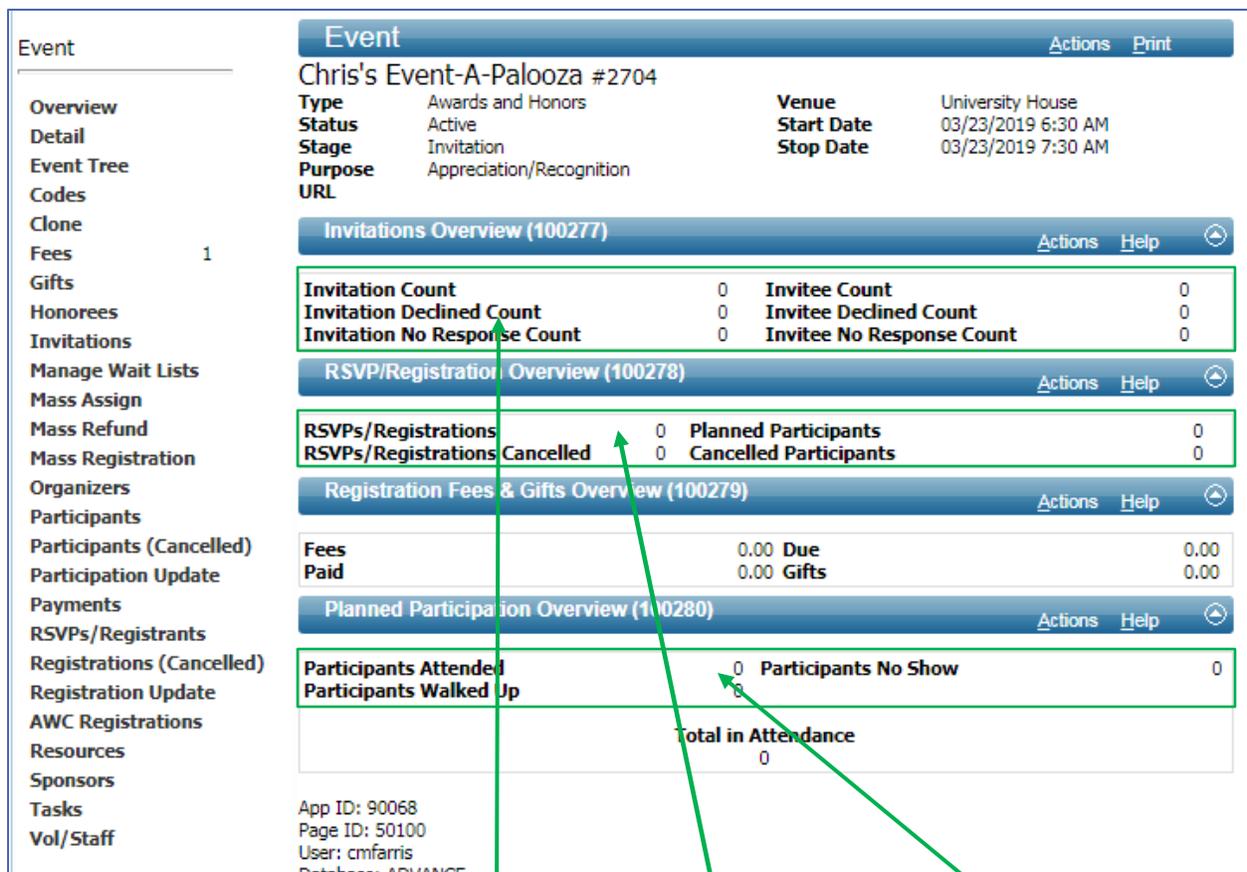


# How To Create An Event (Part 2) - How To Add Invitations to An Event

Ver. 1.1

3/18/2019

1. Log in to Advance.
2. Use the **Lookup** tool  to find your **Event** or continue with the **Event** you started in **How To - Create An Event (Part 1.)** (See **How To - Look Up An Event** on [aits.uark.edu](http://aits.uark.edu) if you need assistance.)
3. Your **Event** should look something like this:



**Event** Chris's Event-A-Palooza #2704

**Type** Awards and Honors **Venue** University House  
**Status** Active **Start Date** 03/23/2019 6:30 AM  
**Stage** Invitation **Stop Date** 03/23/2019 7:30 AM  
**Purpose** Appreciation/Recognition  
**URL**

**Invitations Overview (100277)**

|                              |   |                           |   |
|------------------------------|---|---------------------------|---|
| Invitation Count             | 0 | Invitee Count             | 0 |
| Invitation Declined Count    | 0 | Invitee Declined Count    | 0 |
| Invitation No Response Count | 0 | Invitee No Response Count | 0 |

**RSVP/Registration Overview (100278)**

|                               |   |                        |   |
|-------------------------------|---|------------------------|---|
| RSVPs/Registrations           | 0 | Planned Participants   | 0 |
| RSVPs/Registrations Cancelled | 0 | Cancelled Participants | 0 |

**Registration Fees & Gifts Overview (100279)**

|      |      |       |      |
|------|------|-------|------|
| Fees | 0.00 | Due   | 0.00 |
| Paid | 0.00 | Gifts | 0.00 |

**Planned Participation Overview (100280)**

|                            |   |                      |   |
|----------------------------|---|----------------------|---|
| Participants Attended      | 0 | Participants No Show | 0 |
| Participants Walked Up     | 0 |                      |   |
| <b>Total in Attendance</b> |   |                      |   |
| 0                          |   |                      |   |

App ID: 90068  
Page ID: 50100  
User: cmfarris  
Database: ADVANCE

Currently there are no **Invitees**, no **RSVPs/Registrations** and no **Participants**.

---

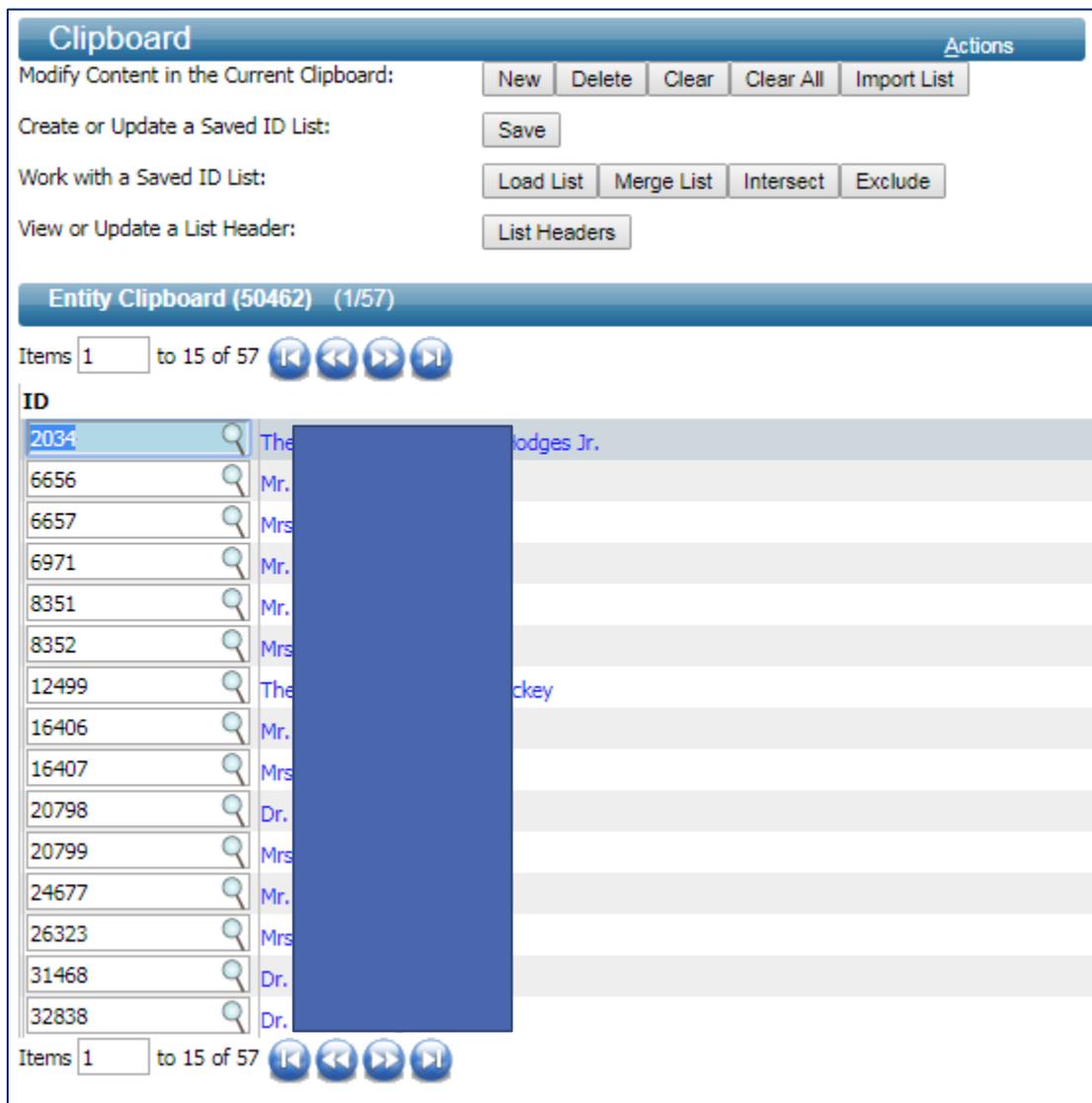
## How To Create An Event (Part 2) - How To Add Invitations to An Event

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- To add **Invitations**, we need to open the **Clipboard**  and add our list of invitees. See **How to - Use the Clipboard in Advance and Create a .csv File** on [aits.uark.edu](https://aits.uark.edu).
- Once you have added your invitees to the Clipboard it should look like this.



The screenshot shows the 'Clipboard' interface. At the top, there is a header 'Clipboard' with an 'Actions' menu. Below the header, there are several sections with buttons:

- Modify Content in the Current Clipboard:** New, Delete, Clear, Clear All, Import List
- Create or Update a Saved ID List:** Save
- Work with a Saved ID List:** Load List, Merge List, Intersect, Exclude
- View or Update a List Header:** List Headers

Below these sections is a blue bar labeled 'Entity Clipboard (50462) (1/57)'. Underneath, there is a search bar and navigation controls. The main area displays a list of items with the following columns:

| ID    | Search | Name                      |
|-------|--------|---------------------------|
| 2034  |        | The [redacted] lodges Jr. |
| 6656  |        | Mr. [redacted]            |
| 6657  |        | Mrs. [redacted]           |
| 6971  |        | Mr. [redacted]            |
| 8351  |        | Mr. [redacted]            |
| 8352  |        | Mrs. [redacted]           |
| 12499 |        | The [redacted] ckey       |
| 16406 |        | Mr. [redacted]            |
| 16407 |        | Mrs. [redacted]           |
| 20798 |        | Dr. [redacted]            |
| 20799 |        | Mrs. [redacted]           |
| 24677 |        | Mr. [redacted]            |
| 26323 |        | Mrs. [redacted]           |
| 31468 |        | Dr. [redacted]            |
| 32838 |        | Dr. [redacted]            |

At the bottom of the list, there is another search bar and navigation controls. The list is currently showing items 1 to 15 of 57.

# How To Create An Event (Part 2) - How To Add Invitations to An Event

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6. Once your Clipboard is populated with your Invitees, return to your Event tab.
7. Choose **Invitations** from the **Nav Tree**.

The screenshot displays the 'Event' management interface for 'Chris's Event-A-Palooza #2704'. The left-hand navigation tree includes items such as Overview, Detail, Event Tree, Codes, Clone, Fees, Gifts, Honorees, **Invitations** (highlighted with a green box and arrow), Manage Wait Lists, Mass Assign, Mass Refund, Mass Registration, Organizers, Participants, Participants (Cancelled), Participation Update, Payments, RSVPs/Registrants, Registrations (Cancelled), Registration Update, AWC Registrations, Resources, Sponsors, Tasks, and Vol/Staff. The main content area shows event details: Type (Awards and Honors), Status (Active), Stage (Invitation), Purpose (Appreciation/Recognition), Venue (University House), Start Date (03/23/2019 6:30 AM), and Stop Date (03/23/2019 7:30 AM). Below this are three overview sections: 1. 'Invitations Overview (100277)' with a table showing Invitation Count (0), Invitation Declined Count (0), Invitation No Response Count (0), Invitee Count (0), Invitee Declined Count (0), and Invitee No Response Count (0). 2. 'RSVP/Registration Overview (100278)' with a table showing RSVPs/Registrations (0), RSVPs/Registrations Cancelled (0), Planned Participants (0), and Cancelled Participants (0). 3. 'Registration Fees & Gifts Overview (100279)' with a table showing Fees Paid (0.00), Due (0.00), and Gifts (0.00). At the bottom, the 'Planned Participation Overview (100280)' shows Participants Attended (0), Participants Walked Up (0), Participants No Show (0), and a Total in Attendance of 0. Footer information includes App ID: 90068, Page ID: 50100, and User: cmfarris.

## How To Create An Event (Part 2) - How To Add Invitations to An Event

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- Click **New** from the **Invitations** screen.

**Invitations** Actions Print

**Chris's Event-A-Palooza #2794**

|                |                          |                   |                    |
|----------------|--------------------------|-------------------|--------------------|
| <b>Type</b>    | Awards and Honors        | <b>Venue</b>      | University House   |
| <b>Status</b>  | Active                   | <b>Start Date</b> | 03/23/2019 6:30 AM |
| <b>Stage</b>   | Invitation               | <b>Stop Date</b>  | 03/23/2019 7:30 AM |
| <b>Purpose</b> | Appreciation/Recognition |                   |                    |
| <b>URL</b>     |                          |                   |                    |

Invitations (72034) (0) **New** Actions Help

App ID: 60314  
Page ID: 50100  
User: cmfarris  
Database: ADVANCE  
User Profiles: 0 (Base), 1 (AWA Web Site), 4 (UDEV)  
License Modules: AWAC(6) | AWAB(7) | AWAG(21) | AWAM(8) | AWAE(9) | ADM(12)  
App(60314)(6): Security(On)  
Profile 0 (Base) Form 72054 (Event Header) Security(Off) DataClump 91009 db 1  
Profile 0 (Base) Form 72034 (Event Invitations) Menu 50004 Security(Off) DataClump 91006 db 1

- Fill out the **Invitation** form.

**Invitation** Actions Print

**New Invitation**

Invitation Detail (72246) Save Cancel Actions Help

|                            |                         |                         |   |
|----------------------------|-------------------------|-------------------------|---|
| <b>Event ID*</b>           | Chris's Event-A-Palooza |                         |   |
| <b>Type*</b>               | A                       |                         |   |
| <b>Organization</b>        | B                       |                         |   |
| <b>Signer ID</b>           | C                       |                         |   |
| <b>Description*</b>        | D                       |                         |   |
| <b>Note</b>                | E                       |                         |   |
| <b>Invitation Estimate</b> | 0 F                     | <b>Invitation Count</b> | 0 |
| <b>Invitee Estimate</b>    | 0 G                     | <b>Invitee Count</b>    | 0 |

---

## How To Create An Event (Part 2) - How To Add Invitations to An Event

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- A. **Type\*** - Required. The **Type** specifies what type of **Invitations** are being sent out. You have three choices:
  - **E-Mail** - Choose if all of the Invitations are emailed.
  - **Formal Invitation** - Choose if your Invitations are Formal.
  - **Postcard Invitation** - Choose if your Invitations are in Postcard form.
- B. **Organization** - Not Required. Use the Lookup tool to populate the Organization sending out invitations.
- C. **Singer ID** - Not Required. Use the Lookup tool to populate the person signing the invitations.
- D. **Description\*** - Required. Enter the text to describe this category of invitations.
- E. **Note** - Not Required. Add any notes necessary in this box.
- F. **Invitation Estimate** - Not Required. Only use this if you want to limit the amount of invitations you are going to send out.
- G. **Invitee Estimate** - Not Required. Only use this if you want to limit the total amount of invitees.

---

*NOTE: There is a difference between Invitations and Invitees. A single invitation can invite both a primary and a spouse, or an entire family, so, an invitation may actually invite 2, 3, 4, etc. people.*

---

# How To Create An Event (Part 2) - How To Add Invitations to An Event

Ver. 1.1

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10. Your form should look like this:

Event Invitation

Invitation

Invitation Update

Mass Invite

Invitation

New Invitation

Invitation Detail (72246)

Save Cancel Actions Help

Event ID\* Chris's Event-A-Palooza

Type\* E E-Mail

Organization 0000357615 Development

Signer ID 532188 Mr. Christopher Farris

Description\* Email Invitations

Note

Invitation Estimate 0 Invitation Count 0

Invitee Estimate 0 Invitee Count 0

11. Click **Save**.

12. Click **Mass Invite** from the Nav Tree.

Event Invitation

Invitation

Invitation Update

Mass Invite

Invitation

Chris's Event-A-Palooza #2704

| Type   | Desc              | Est Invitations | Est Invitees | Invitations | Invitees |
|--------|-------------------|-----------------|--------------|-------------|----------|
| E-Mail | Email Invitations | 0               | 0            | 0           | 0        |

Invitees (0)

Invitation Detail

Save completed successfully

Invitation Detail (72246)

Save Cancel Actions Help

Event ID\* Chris's Event-A-Palooza

Type\* E E-Mail

Organization 357615 Development

Signer ID 532188 Mr. Christopher Farris

Description\* Email Invitations

Note

Invitation Estimate 0 Invitation Count 0

Invitee Estimate 0 Invitee Count 0

# How To Create An Event (Part 2) - How To Add Invitations to An Event

Ver. 1.1

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13. Your **Mass Invite** form should be auto-populated with all of the invitees that you placed on the **Clipboard**. If not, return to the **Clipboard** stage.

14. Click the **top-left checkbox** to activate all of the invitees on the **Entity List**.

The screenshot shows the 'Mass Invite' form for 'Chris's Event-A-Palooza #2704'. The form includes a sidebar with 'Mass Invite' selected, a header bar with 'Mass Invite' and 'Actions Print', and a table for the 'Entity List (72283) (57)'. A green arrow points to the top-left checkbox in the table. Below the table is a 'Mass Invite (72281)' section with fields for Status\*, Date, Signer ID, Note, and radio buttons for 'Don't Generate Couples', 'Generate Couples if Both are Listed', and 'Always Generate Couples'.

| Entity List (72283) (57)            |                             |
|-------------------------------------|-----------------------------|
|                                     | Name                        |
| <input checked="" type="checkbox"/> | The [Redacted] es Jr. #2034 |
| <input checked="" type="checkbox"/> | Mr. [Redacted]              |
| <input checked="" type="checkbox"/> | Mrs. [Redacted] 7           |
| <input checked="" type="checkbox"/> | Mr. [Redacted]              |
| <input checked="" type="checkbox"/> | Mr. [Redacted]              |
| <input checked="" type="checkbox"/> | Mrs. [Redacted]             |

15. Fill out the bottom of the form:

The screenshot shows the bottom part of the 'Mass Invite' form with letters A-F highlighting specific fields: A (Status\*), B (Date), C (Allow Duplicates), D (Signer ID), E (Note), and F (Generate Couples if Both are Listed).

Status\*   Invited  Don't Generate Couples

Date  03/18/2019   F Generate Couples if Both are Listed

C Allow Duplicates  Always Generate Couples

Signer ID

Note

---

## How To Create An Event (Part 2) - How To Add Invitations to An Event

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- A. **Status\*** - Required. There are multiple options available. For this stage, we are choosing **Invited**.
- B. **Date** - Not Required. This is the date that the invitations were actually sent.
- C. **Allow Duplicates** - This check box allows Advance to record multiple invitations to the same person. If, in your Clipboard, you have accidentally put the same invitee on the list twice, clicking this box will allow Advance to record double invitations to that invitee. **WE DO NOT TYPICALLY ALLOW DUPLICATES.**
- D. **Signer ID** - Not Required. Use to select the person who actually signs the invitations.
- E. **Note** - Not Required. Enter any notes that are relevant to the invitation.
- F. **The Couples Radio Buttons** - Choose one of these radio buttons to determine how you want Advance to record your invitations (**Generate Couples if Both are Listed** is the default.)
  - **Don't Generate Couples** - Use this radio button if spouse's are NOT invited.
  - **Generate Couples if Both are Listed** - Use this radio button if both of the following things are true: 1. There are invitees that are spouses in your list and both of the spouses appear in the list. 2. If you want to record that a single invite went to both spouses at the same time. In other words, if both spouses or partners are in your Clipboard, Advance will record that they received a single invite.
  - **Always Generate Couples** - Choose this radio button if all couples are invited, not just couples that appear in your clipboard.

## How To Create An Event (Part 2) - How To Add Invitations to An Event

Ver. 1.1

3/18/2019

Mass Invite Actions Print

Chris's Event-A-Palooza #2704

|      |                   |                  |   |
|------|-------------------|------------------|---|
| Type | E-Mail            | Invitation Count | 0 |
| Desc | Email Invitations | Invitee Count    | 0 |

Please select 'Get Saved ID List' or 'Get From Clipboard' to populate the Entity List.

Entity List (72283) (57) Get Saved ID List Get from Clipboard Actions Help

|                                     | Name                     |
|-------------------------------------|--------------------------|
| <input checked="" type="checkbox"/> | The [REDACTED] Jr. #2034 |
| <input checked="" type="checkbox"/> | Mr. [REDACTED]           |
| <input checked="" type="checkbox"/> | Mrs. [REDACTED]          |
| <input checked="" type="checkbox"/> | Mr. [REDACTED]           |
| <input checked="" type="checkbox"/> | Mr. [REDACTED]           |
| <input checked="" type="checkbox"/> | Mrs. [REDACTED]          |

Mass Invite (72281) Generate Cancel Help

Status\*  Invited  Don't Generate Couples

Date   Generate Couples if Both are Listed

Allow Duplicates  Always Generate Couples

Signer ID

Note

G. Click **Generate**.

## How To Create An Event (Part 2) - How To Add Invitations to An Event

Ver. 1.1

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H. You should get a screen like below.

**Mass Invite** Actions Print

**Chris's Event-A-Palooza #2704**

|      |                   |                  |   |
|------|-------------------|------------------|---|
| Type | E-Mail            | Invitation Count | 0 |
| Desc | Email Invitations | Invitee Count    | 0 |

**Mass Invite Confirmation (72282) (46)** Actions Help

Items  to 25 of 46 ◀ ◂ ◃ ▶

| Name                            | Partner           |
|---------------------------------|-------------------|
| Ark...puting #563858            |                   |
| Ark...dation, Inc. #70389       |                   |
| Mr. ...                         |                   |
| Mr. ...22473                    |                   |
| Mrs. ...298                     | Dr. ...           |
| Col... Southern Arizona #193976 |                   |
| Mr. ...                         |                   |
| For...st #164580                |                   |
| Dr. ...8                        |                   |
| Est...s, Jr. #512193            |                   |
| Mrs. ...443                     |                   |
| Luc...92683                     |                   |
| Fid...d #510201                 |                   |
| Mr. ...                         | Mrs. ...          |
| Dr. ...                         | Mrs. ...          |
| Mrs. ...4591                    |                   |
| Mr. ...                         | Mrs. ...          |
| Mr. ...556                      | Mrs. ...6657      |
| Mr. ...5971                     | Mrs. ...e #126130 |
| He...1                          |                   |
| The...ckey #12499               | Mr. ...           |
| The...Hodges Jr. #2034          |                   |
| Jan...619315                    |                   |
| Mrs. ...8749                    |                   |
| Key...6699                      |                   |

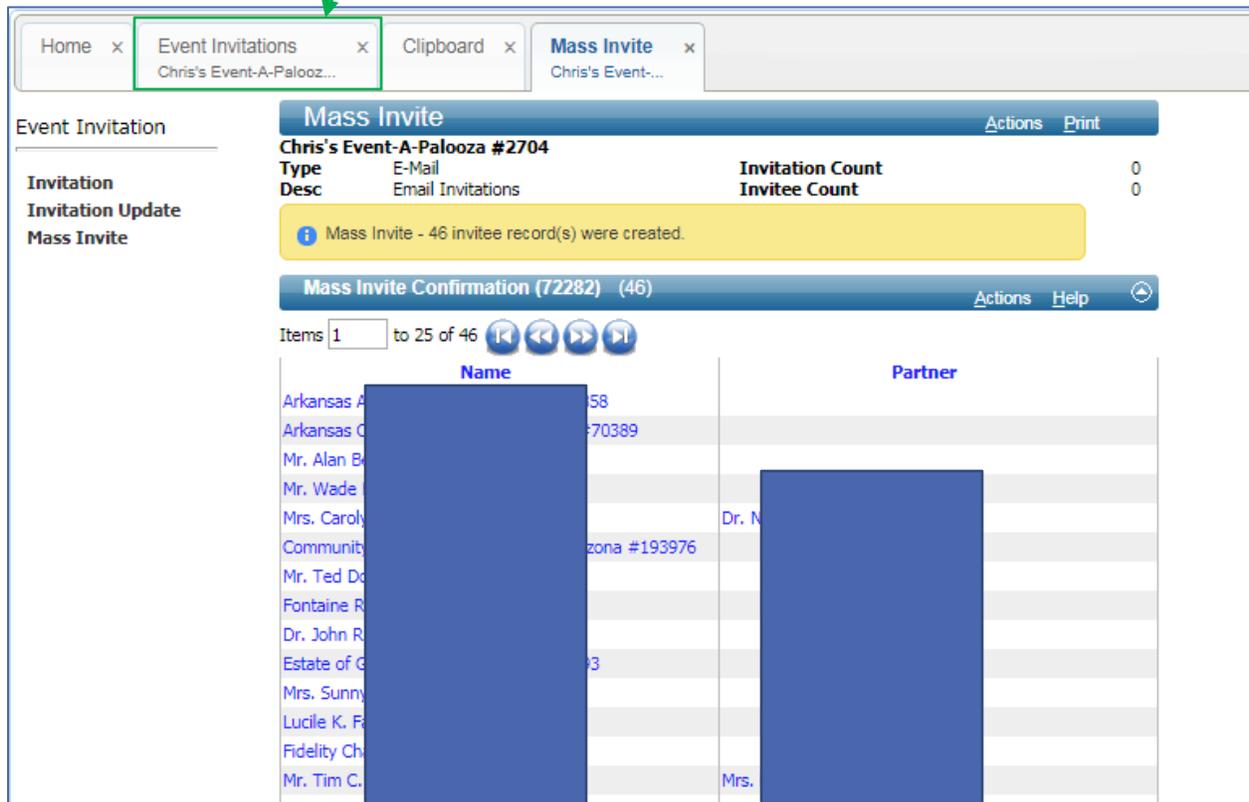
Items  to 25 of 46 ◀ ◂ ◃ ▶

## How To Create An Event (Part 2) - How To Add Invitations to An Event

Ver. 1.1

3/18/2019

16. Return to your **Event** tab in Advance.



The screenshot displays a web application interface for managing event invitations. At the top, there are several tabs: 'Home', 'Event Invitations', 'Clipboard', and 'Mass Invite'. The 'Event Invitations' tab is highlighted with a green box and an arrow pointing to it. Below the tabs, the main content area is titled 'Mass Invite' and shows details for 'Chris's Event-A-Palooza #2704'. The 'Type' is 'E-Mail' and the 'Desc' is 'Email Invitations'. The 'Invitation Count' is 0 and the 'Invitee Count' is 0. A yellow notification bar indicates 'Mass Invite - 46 invitee record(s) were created.' Below this, there is a 'Mass Invite Confirmation (72282) (46)' section with 'Actions' and 'Help' links. A table below shows a list of invitees with columns for 'Name' and 'Partner'. The table is partially obscured by blue redaction boxes.

| Name                     | Partner  |
|--------------------------|----------|
| Arkansas A... 58         |          |
| Arkansas C... 70389      |          |
| Mr. Alan B...            |          |
| Mr. Wade ...             |          |
| Mrs. Carol ...           | Dr. N... |
| Communit... zona #193976 |          |
| Mr. Ted D...             |          |
| Fontaine R...            |          |
| Dr. John R...            |          |
| Estate of G... 93        |          |
| Mrs. Sunny ...           |          |
| Lucile K. F...           |          |
| Fidelity Ch...           |          |
| Mr. Tim C...             | Mrs. ... |

# How To Create An Event (Part 2) - How To Add Invitations to An Event

Ver. 1.1

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17. Click **Overview** from the Nav Tree.

**Event**

- Overview**
- Detail
- Event Tree
- Codes
- Clone
- Fees 1
- Gifts
- Honorees
- Invitations
- Manage Wait Lists
- Mass Assign
- Mass Refund
- Mass Registration
- Organizers 1
- Participants
- Participants (Cancelled)
- Participation Update
- Payments
- RSVPs/Registrants
- Registrations (Cancelled)
- Registration Update
- AWC Registrations
- Resources
- Sponsors
- Tasks
- Vol/Staff

**Invitations** [Actions](#) [Print](#)

**Chris's Event-A-Palooza #2704**

|                |                          |                   |                    |
|----------------|--------------------------|-------------------|--------------------|
| <b>Type</b>    | Awards and Honors        | <b>Venue</b>      | University House   |
| <b>Status</b>  | Active                   | <b>Start Date</b> | 03/23/2019 6:30 AM |
| <b>Stage</b>   | Invitation               | <b>Stop Date</b>  | 03/23/2019 7:30 AM |
| <b>Purpose</b> | Appreciation/Recognition |                   |                    |
| <b>URL</b>     |                          |                   |                    |

**Invitations (72034) (0)** [New](#) [Actions](#) [Help](#)

App ID: 60314  
Page ID: 50100  
User: cmfarris  
Database: ADVANCE  
User Profiles: 0 (Base), 1 (AWA Web Site), 4 (UDEV)  
License Modules: AWAC(6) | AWAB(7) | AWAG(21) | AWAM(8) | AWAE(9) | ADM(12)  
App(60314)(6): Security(On)  
Profile 0 (Base) Form 72054 (Event Header) Security(Off) DataClump 91009 db 1  
Profile 0 (Base) Form 72034 (Event Invitations) Menu 50004 Security(Off) DataClump 91006 db 1

# How To Create An Event (Part 2) - How To Add Invitations to An Event

Ver. 1.1

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18. We now have a record of Invitations.

|  |   |                                  |                    |              |                  |               |        |                   |                    |              |            |                  |                    |                |                          |  |  |            |  |  |  |                         |    |                      |    |                                  |   |                               |   |                                     |    |                                  |    |                            |   |                             |   |                                      |   |                               |   |             |      |            |      |             |      |              |      |                              |   |                             |   |                               |   |  |  |                            |  |  |  |   |  |  |  |
|--|---|----------------------------------|--------------------|--------------|------------------|---------------|--------|-------------------|--------------------|--------------|------------|------------------|--------------------|----------------|--------------------------|--|--|------------|--|--|--|-------------------------|----|----------------------|----|----------------------------------|---|-------------------------------|---|-------------------------------------|----|----------------------------------|----|----------------------------|---|-----------------------------|---|--------------------------------------|---|-------------------------------|---|-------------|------|------------|------|-------------|------|--------------|------|------------------------------|---|-----------------------------|---|-------------------------------|---|--|--|----------------------------|--|--|--|---|--|--|--|
| <p>Event</p> <hr/> <p><b>Overview</b></p> <p>Detail</p> <p>Event Tree</p> <p>Codes</p> <p>Clone</p> <p>Fees 1</p> <p>Gifts</p> <p>Honorees</p> <p>Invitations 1</p> <p>Manage Wait Lists</p> <p>Mass Assign</p> <p>Mass Refund</p> <p>Mass Registration</p> <p>Organizers 1</p> <p>Participants</p> <p>Participants (Cancelled)</p> <p>Participation Update</p> <p>Payments</p> <p>RSVPs/Registrants</p> <p>Registrations (Cancelled)</p> <p>Registration Update</p> <p>AWC Registrations</p> <p>Resources</p> <p>Sponsors</p> <p>Tasks</p> <p>Vol/Staff</p> | <div style="background-color: #4F81BD; color: white; padding: 2px; display: flex; justify-content: space-between;"> <span><b>Event</b></span> <span><a href="#">Actions</a> <a href="#">Print</a></span> </div> <p><b>Chris's Event-A-Palooza #2704</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>Type</b></td> <td>Awards and Honors</td> <td style="width: 30%;"><b>Venue</b></td> <td>University House</td> </tr> <tr> <td><b>Status</b></td> <td>Active</td> <td><b>Start Date</b></td> <td>03/23/2019 6:30 AM</td> </tr> <tr> <td><b>Stage</b></td> <td>Invitation</td> <td><b>Stop Date</b></td> <td>03/23/2019 7:30 AM</td> </tr> <tr> <td><b>Purpose</b></td> <td colspan="3">Appreciation/Recognition</td> </tr> <tr> <td><b>URL</b></td> <td colspan="3"></td> </tr> </table> <div style="background-color: #4F81BD; color: white; padding: 2px; display: flex; justify-content: space-between; margin-top: 5px;"> <span><b>Invitations Overview (100277)</b></span> <span><a href="#">Actions</a> <a href="#">Help</a></span> </div> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 30%;"><b>Invitation Count</b></td> <td style="width: 15%; text-align: right;">46</td> <td style="width: 30%;"><b>Invitee Count</b></td> <td style="width: 15%; text-align: right;">57</td> </tr> <tr> <td><b>Invitation Declined Count</b></td> <td style="text-align: right;">0</td> <td><b>Invitee Declined Count</b></td> <td style="text-align: right;">0</td> </tr> <tr> <td><b>Invitation No Response Count</b></td> <td style="text-align: right;">46</td> <td><b>Invitee No Response Count</b></td> <td style="text-align: right;">57</td> </tr> </table> <div style="background-color: #4F81BD; color: white; padding: 2px; display: flex; justify-content: space-between; margin-top: 5px;"> <span><b>RSVP/Registration Overview (100278)</b></span> <span><a href="#">Actions</a> <a href="#">Help</a></span> </div> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 30%;"><b>RSVPs/Registrations</b></td> <td style="width: 15%; text-align: right;">0</td> <td style="width: 30%;"><b>Planned Participants</b></td> <td style="width: 15%; text-align: right;">0</td> </tr> <tr> <td><b>RSVPs/Registrations Cancelled</b></td> <td style="text-align: right;">0</td> <td><b>Cancelled Participants</b></td> <td style="text-align: right;">0</td> </tr> </table> <div style="background-color: #4F81BD; color: white; padding: 2px; display: flex; justify-content: space-between; margin-top: 5px;"> <span><b>Registration Fees &amp; Gifts Overview (100279)</b></span> <span><a href="#">Actions</a> <a href="#">Help</a></span> </div> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 30%;"><b>Fees</b></td> <td style="width: 15%; text-align: right;">0.00</td> <td style="width: 30%;"><b>Due</b></td> <td style="width: 15%; text-align: right;">0.00</td> </tr> <tr> <td><b>Paid</b></td> <td style="text-align: right;">0.00</td> <td><b>Gifts</b></td> <td style="text-align: right;">0.00</td> </tr> </table> <div style="background-color: #4F81BD; color: white; padding: 2px; display: flex; justify-content: space-between; margin-top: 5px;"> <span><b>Planned Participation Overview (100280)</b></span> <span><a href="#">Actions</a> <a href="#">Help</a></span> </div> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 30%;"><b>Participants Attended</b></td> <td style="width: 15%; text-align: right;">0</td> <td style="width: 30%;"><b>Participants No Show</b></td> <td style="width: 15%; text-align: right;">0</td> </tr> <tr> <td><b>Participants Walked Up</b></td> <td style="text-align: right;">0</td> <td></td> <td></td> </tr> <tr> <td colspan="4" style="text-align: center;"><b>Total in Attendance</b></td> </tr> <tr> <td colspan="4" style="text-align: center;">0</td> </tr> </table> <p style="font-size: small; margin-top: 10px;">App ID: 90068<br/>Page ID: 50100<br/>User: cmfarris</p> | <b>Type</b>                      | Awards and Honors  | <b>Venue</b> | University House | <b>Status</b> | Active | <b>Start Date</b> | 03/23/2019 6:30 AM | <b>Stage</b> | Invitation | <b>Stop Date</b> | 03/23/2019 7:30 AM | <b>Purpose</b> | Appreciation/Recognition |  |  | <b>URL</b> |  |  |  | <b>Invitation Count</b> | 46 | <b>Invitee Count</b> | 57 | <b>Invitation Declined Count</b> | 0 | <b>Invitee Declined Count</b> | 0 | <b>Invitation No Response Count</b> | 46 | <b>Invitee No Response Count</b> | 57 | <b>RSVPs/Registrations</b> | 0 | <b>Planned Participants</b> | 0 | <b>RSVPs/Registrations Cancelled</b> | 0 | <b>Cancelled Participants</b> | 0 | <b>Fees</b> | 0.00 | <b>Due</b> | 0.00 | <b>Paid</b> | 0.00 | <b>Gifts</b> | 0.00 | <b>Participants Attended</b> | 0 | <b>Participants No Show</b> | 0 | <b>Participants Walked Up</b> | 0 |  |  | <b>Total in Attendance</b> |  |  |  | 0 |  |  |  |
| <b>Type</b>  | Awards and Honors   | <b>Venue</b>                     | University House   |              |                  |               |        |                   |                    |              |            |                  |                    |                |                          |  |  |            |  |  |  |                         |    |                      |    |                                  |   |                               |   |                                     |    |                                  |    |                            |   |                             |   |                                      |   |                               |   |             |      |            |      |             |      |              |      |                              |   |                             |   |                               |   |  |  |                            |  |  |  |   |  |  |  |
| <b>Status</b>  | Active  | <b>Start Date</b>                | 03/23/2019 6:30 AM |              |                  |               |        |                   |                    |              |            |                  |                    |                |                          |  |  |            |  |  |  |                         |    |                      |    |                                  |   |                               |   |                                     |    |                                  |    |                            |   |                             |   |                                      |   |                               |   |             |      |            |      |             |      |              |      |                              |   |                             |   |                               |   |  |  |                            |  |  |  |   |  |  |  |
| <b>Stage</b>   | Invitation  | <b>Stop Date</b>                 | 03/23/2019 7:30 AM |              |                  |               |        |                   |                    |              |            |                  |                    |                |                          |  |  |            |  |  |  |                         |    |                      |    |                                  |   |                               |   |                                     |    |                                  |    |                            |   |                             |   |                                      |   |                               |   |             |      |            |      |             |      |              |      |                              |   |                             |   |                               |   |  |  |                            |  |  |  |   |  |  |  |
| <b>Purpose</b>   | Appreciation/Recognition  |                                  |                    |              |                  |               |        |                   |                    |              |            |                  |                    |                |                          |  |  |            |  |  |  |                         |    |                      |    |                                  |   |                               |   |                                     |    |                                  |    |                            |   |                             |   |                                      |   |                               |   |             |      |            |      |             |      |              |      |                              |   |                             |   |                               |   |  |  |                            |  |  |  |   |  |  |  |
| <b>URL</b>   |   |                                  |                    |              |                  |               |        |                   |                    |              |            |                  |                    |                |                          |  |  |            |  |  |  |                         |    |                      |    |                                  |   |                               |   |                                     |    |                                  |    |                            |   |                             |   |                                      |   |                               |   |             |      |            |      |             |      |              |      |                              |   |                             |   |                               |   |  |  |                            |  |  |  |   |  |  |  |
| <b>Invitation Count</b>  | 46  | <b>Invitee Count</b>             | 57                 |              |                  |               |        |                   |                    |              |            |                  |                    |                |                          |  |  |            |  |  |  |                         |    |                      |    |                                  |   |                               |   |                                     |    |                                  |    |                            |   |                             |   |                                      |   |                               |   |             |      |            |      |             |      |              |      |                              |   |                             |   |                               |   |  |  |                            |  |  |  |   |  |  |  |
| <b>Invitation Declined Count</b>   | 0   | <b>Invitee Declined Count</b>    | 0                  |              |                  |               |        |                   |                    |              |            |                  |                    |                |                          |  |  |            |  |  |  |                         |    |                      |    |                                  |   |                               |   |                                     |    |                                  |    |                            |   |                             |   |                                      |   |                               |   |             |      |            |      |             |      |              |      |                              |   |                             |   |                               |   |  |  |                            |  |  |  |   |  |  |  |
| <b>Invitation No Response Count</b>  | 46  | <b>Invitee No Response Count</b> | 57                 |              |                  |               |        |                   |                    |              |            |                  |                    |                |                          |  |  |            |  |  |  |                         |    |                      |    |                                  |   |                               |   |                                     |    |                                  |    |                            |   |                             |   |                                      |   |                               |   |             |      |            |      |             |      |              |      |                              |   |                             |   |                               |   |  |  |                            |  |  |  |   |  |  |  |
| <b>RSVPs/Registrations</b>   | 0   | <b>Planned Participants</b>      | 0                  |              |                  |               |        |                   |                    |              |            |                  |                    |                |                          |  |  |            |  |  |  |                         |    |                      |    |                                  |   |                               |   |                                     |    |                                  |    |                            |   |                             |   |                                      |   |                               |   |             |      |            |      |             |      |              |      |                              |   |                             |   |                               |   |  |  |                            |  |  |  |   |  |  |  |
| <b>RSVPs/Registrations Cancelled</b>   | 0   | <b>Cancelled Participants</b>    | 0                  |              |                  |               |        |                   |                    |              |            |                  |                    |                |                          |  |  |            |  |  |  |                         |    |                      |    |                                  |   |                               |   |                                     |    |                                  |    |                            |   |                             |   |                                      |   |                               |   |             |      |            |      |             |      |              |      |                              |   |                             |   |                               |   |  |  |                            |  |  |  |   |  |  |  |
| <b>Fees</b>  | 0.00  | <b>Due</b>                       | 0.00               |              |                  |               |        |                   |                    |              |            |                  |                    |                |                          |  |  |            |  |  |  |                         |    |                      |    |                                  |   |                               |   |                                     |    |                                  |    |                            |   |                             |   |                                      |   |                               |   |             |      |            |      |             |      |              |      |                              |   |                             |   |                               |   |  |  |                            |  |  |  |   |  |  |  |
| <b>Paid</b>  | 0.00  | <b>Gifts</b>                     | 0.00               |              |                  |               |        |                   |                    |              |            |                  |                    |                |                          |  |  |            |  |  |  |                         |    |                      |    |                                  |   |                               |   |                                     |    |                                  |    |                            |   |                             |   |                                      |   |                               |   |             |      |            |      |             |      |              |      |                              |   |                             |   |                               |   |  |  |                            |  |  |  |   |  |  |  |
| <b>Participants Attended</b>   | 0   | <b>Participants No Show</b>      | 0                  |              |                  |               |        |                   |                    |              |            |                  |                    |                |                          |  |  |            |  |  |  |                         |    |                      |    |                                  |   |                               |   |                                     |    |                                  |    |                            |   |                             |   |                                      |   |                               |   |             |      |            |      |             |      |              |      |                              |   |                             |   |                               |   |  |  |                            |  |  |  |   |  |  |  |
| <b>Participants Walked Up</b>  | 0   |                                  |                    |              |                  |               |        |                   |                    |              |            |                  |                    |                |                          |  |  |            |  |  |  |                         |    |                      |    |                                  |   |                               |   |                                     |    |                                  |    |                            |   |                             |   |                                      |   |                               |   |             |      |            |      |             |      |              |      |                              |   |                             |   |                               |   |  |  |                            |  |  |  |   |  |  |  |
| <b>Total in Attendance</b>   |   |                                  |                    |              |                  |               |        |                   |                    |              |            |                  |                    |                |                          |  |  |            |  |  |  |                         |    |                      |    |                                  |   |                               |   |                                     |    |                                  |    |                            |   |                             |   |                                      |   |                               |   |             |      |            |      |             |      |              |      |                              |   |                             |   |                               |   |  |  |                            |  |  |  |   |  |  |  |
| 0  |   |                                  |                    |              |                  |               |        |                   |                    |              |            |                  |                    |                |                          |  |  |            |  |  |  |                         |    |                      |    |                                  |   |                               |   |                                     |    |                                  |    |                            |   |                             |   |                                      |   |                               |   |             |      |            |      |             |      |              |      |                              |   |                             |   |                               |   |  |  |                            |  |  |  |   |  |  |  |

# How To Create An Event (Part 2) - How To Add Invitations to An Event

Ver. 1.1

3/18/2019

19. To view your Invitations, click **Invitations** in the Nav Tree.

The screenshot shows the 'Invitations' page for 'Chris's Event-A-Palooza #2704'. The navigation tree on the left includes 'Overview', 'Detail', 'Event Tree', 'Codes', 'Clone', 'Fees', 'Gifts', 'Honorees', 'Invitations', 'Manage Wait Lists', 'Mass Assign', 'Mass Refund', 'Mass Registration', 'Organizers', 'Participants', 'Participants (Cancelled)', 'Participation Update', 'Payments', 'RSVPs/Registrants', 'Registrations (Cancelled)', 'Registration Update', 'AWC Registrations', 'Resources', 'Sponsors', 'Tasks', and 'Vol/Staff'. The 'Invitations' link is highlighted in green. The main content area shows event details: Type (Awards and Honors), Status (Active), Stage (Invitation), Purpose (Appreciation/Recognition), Venue (University House), Start Date (03/23/2019 6:30 AM), and Stop Date (03/23/2019 7:30 AM). Below this is a table titled 'Invitations (72034) (1)' with columns: Invitation ID, Desc, Invitation Estimate, Invited Estimate, Invitation Count, and Invitee Count. The first row shows Invitation ID 598, Desc 'Email Invitations', Invitation Estimate 0, Invited Estimate 0, Invitation Count 46, and Invitee Count 57. A green arrow points from the 'Invitations' link in the nav tree to the table header, and another green arrow points from the ellipsis icon in the first row to the text '20. Click the ellipses' below.

| Invitation ID | Desc              | Invitation Estimate | Invited Estimate | Invitation Count | Invitee Count |
|---------------|-------------------|---------------------|------------------|------------------|---------------|
| 598           | Email Invitations | 0                   | 0                | 46               | 57            |

20. Click the ellipses .

# How To Create An Event (Part 2) - How To Add Invitations to An Event

Ver. 1.1

3/18/2019

21. From the **Invitees** page you can update your invitation list.

**Invitees** Actions Print

Chris's Event-A-Palooza #2704

|      |                   |                 |   |             |    |
|------|-------------------|-----------------|---|-------------|----|
| Type | E-Mail            | Est Invitations | 0 | Invitations | 46 |
| Desc | Email Invitations | Est Invitees    | 0 | Invitees    | 57 |

**Invitees (57)**  
[Invitation Detail](#)

**Invitees (72279) (1/46)** Save New Actions Help

| <input type="checkbox"/> | Name     | Partner                  | Invite Status | Date       |
|--------------------------|----------|--------------------------|---------------|------------|
| <input type="checkbox"/> | Arka...  |                          | Invited       | 03/18/2019 |
| <input type="checkbox"/> | Arka...  |                          | Invited       | 03/18/2019 |
| <input type="checkbox"/> | Mr. ...  |                          | Invited       | 03/18/2019 |
| <input type="checkbox"/> | Mr. ...  |                          | Invited       | 03/18/2019 |
| <input type="checkbox"/> | Mrs. ... | <input type="checkbox"/> | Invited       | 03/18/2019 |
| <input type="checkbox"/> | Com...   |                          | Invited       | 03/18/2019 |
| <input type="checkbox"/> | Mr. ...  |                          | Invited       | 03/18/2019 |
| <input type="checkbox"/> | Font...  |                          | Invited       | 03/18/2019 |
| <input type="checkbox"/> | Dr. ...  |                          | Invited       | 03/18/2019 |
| <input type="checkbox"/> | Esta...  |                          | Invited       | 03/18/2019 |
| <input type="checkbox"/> | Mrs. ... |                          | Invited       | 03/18/2019 |
| <input type="checkbox"/> | Luci...  |                          | Invited       | 03/18/2019 |
| <input type="checkbox"/> | Fide...  |                          | Invited       | 03/18/2019 |
| <input type="checkbox"/> | Mr. ...  |                          | Invited       | 03/18/2019 |

**Invited ID\***

**Couple**

**2nd ID**

**Signer ID**

**Invite Status\***   **Date**

**Reg Status**

**Salutation**

**Note**