
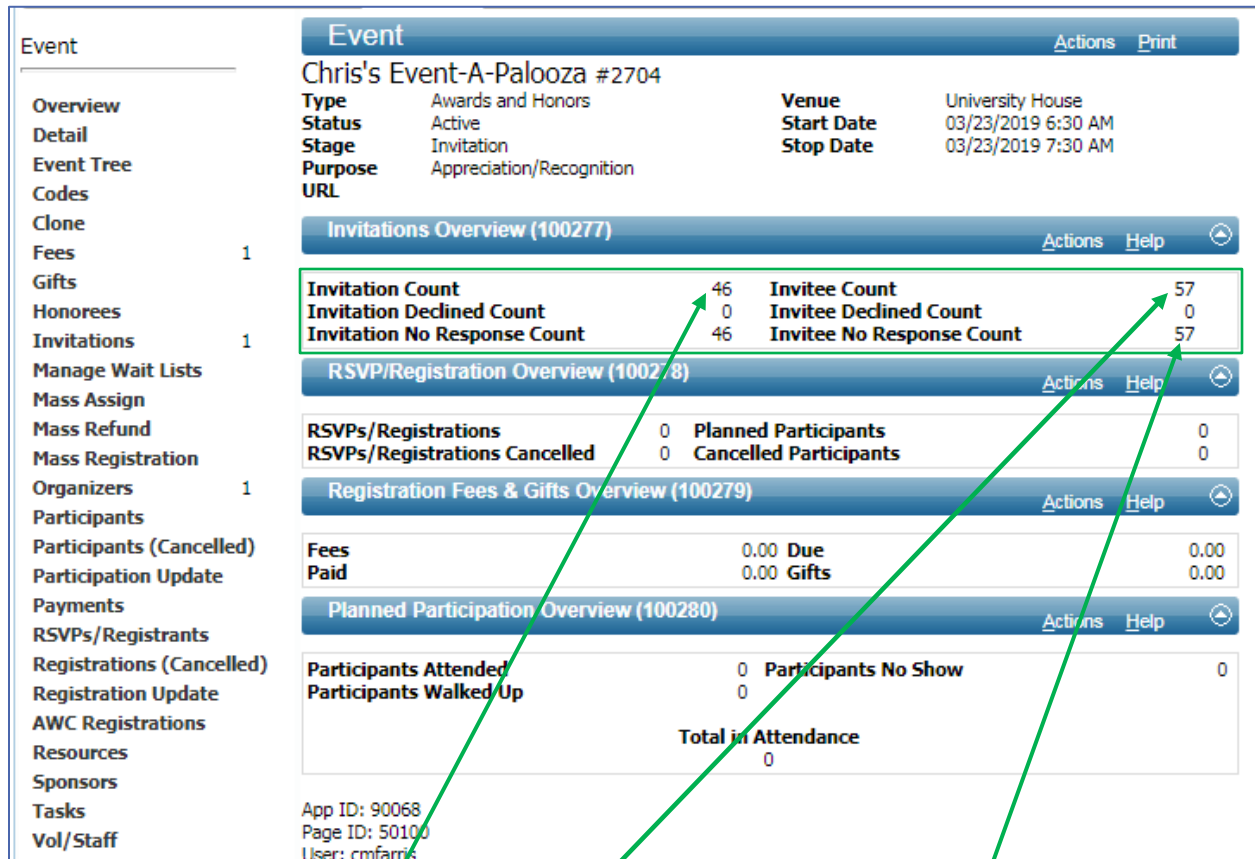


How To Create An Event (Part 3) - How To Record RSVPs/Reservations on an Existing Event

Ver. 1.1

3/19/2019

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 and 2.)** (See **How To - Look Up An Event** on aits.uark.edu if you need assistance.)
3. Your **Event** should look something like this:



Event				Actions	Print
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	46	Invitee Count	57		
Invitation Declined Count	0	Invitee Declined Count	0		
Invitation No Response Count	46	Invitee No Response Count	57		
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				
Total in Attendance			0		
App ID: 90068 Page ID: 50100 User: cmfarris					

Currently there are 46 **Invitations** and 57 **Invitees**. Notice that **no one has responded** yet, so we have no **RSVPs/Registrations** and, since the event has not yet happened, we have no **Participants**.

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4. Enter IDs on clipboard or upload IDs to Clipboard. (See [How To - Use the Clipboard](#) from aits.uark.edu) If your attendees are already on the Clipboard, skip this step.

The screenshot shows a software interface for managing a clipboard of IDs. The interface includes a search bar, a list of names and IDs, and navigation controls. A blue box highlights the search bar area.

Actions

The Current Clipboard:

Saved ID List:

ID List:

List Header:

Clipboard (50462) (1/58)

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	<input type="button" value="Search"/>	The Honorable Kaneaster Hodges Jr.
	<input type="button" value="Search"/>	Mr. Harold H. Hartman
	<input type="button" value="Search"/>	Mrs. Rebecca A. Hartman
	<input type="button" value="Search"/>	Mr. Lawson Hembree IV
	<input type="button" value="Search"/>	Mr. Larry G. Trammel Jr.
8352	<input type="button" value="Search"/>	Mrs. Judy E. Trammel
12499	<input type="button" value="Search"/>	The Honorable Susan O. Hickey
16406	<input type="button" value="Search"/>	Mr. William R. McKamey
16407	<input type="button" value="Search"/>	Mrs. Patsy B. McKamey
20798	<input type="button" value="Search"/>	Dr. Dave Gearhart
20799	<input type="button" value="Search"/>	Mrs. Jane Gearhart
24677	<input type="button" value="Search"/>	Mr. Joseph Hickey
26323	<input type="button" value="Search"/>	Mrs. Maxine G. LeBlanc
31468	<input type="button" value="Search"/>	Dr. Jay McDonald II
32838	<input type="button" value="Search"/>	Dr. John R. English

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- From the Nav Tree on the Event tab. Click **Mass Registration**.

Event

Mass Registration Actions Print

Chris's Event-A-Palooza #2704

Type Awards and Honors Venue
Status Active Start Date 03/23/2019
Stage Invitation Stop Date 03/23/2019
Purpose Appreciation/Recognition
URL

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

Entity List (72283) (58) Get Saved ID List **Get from Clipboard** Actions Help

	Name
<input type="checkbox"/>	The [redacted] es Jr. #2034
<input type="checkbox"/>	Mr. [redacted]
<input type="checkbox"/>	Mrs. [redacted] 57
<input type="checkbox"/>	Mr. [redacted]
<input type="checkbox"/>	Mr. [redacted] 1
<input type="checkbox"/>	Mrs. [redacted]

Mass Registration (96070) Generate Cancel Help

Registration Status* [dropdown]
Response Date [calendar]
Update Invitation Status [dropdown]
Update Participation Status [dropdown]
Note [text area]

App ID: 96072

NOTICE: If you are continuing from Part 2, then your **Invitees** are already here. If you are doing this off of a new **Clipboard**, you need to click **Get from Clipboard** to populate these **Invitees**.

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- Click the top **check box** if you are updating all invitees. Click individual boxes if you are only updating individuals.

The screenshot displays the 'Mass Registration' interface for 'Chris's Event: A-Palooza #2704'. The event details include: Type: Awards and Honors, Status: Active, Stage: Invitation, Purpose: Appreciation/Recognition, Venue: (blank), Start Date: 03/23/2019, and Stop Date: 03/23/2019. Below the event details is an 'Entity List (72283) (58)' with a 'Name' column. A blue box obscures the names of several individuals in the list. At the bottom, the 'Mass Registration (96070)' section contains update options: 'Registration Status*' set to 'G' (RSVPed/Registered), 'Response Date' set to '03/19/2019', and 'Update Invitation Status' set to 'R' (Registered/RSVP'd). A 'Generate' button is highlighted with a green box. Green arrows point from the instructions to the check boxes in the entity list and the 'Generate' button.

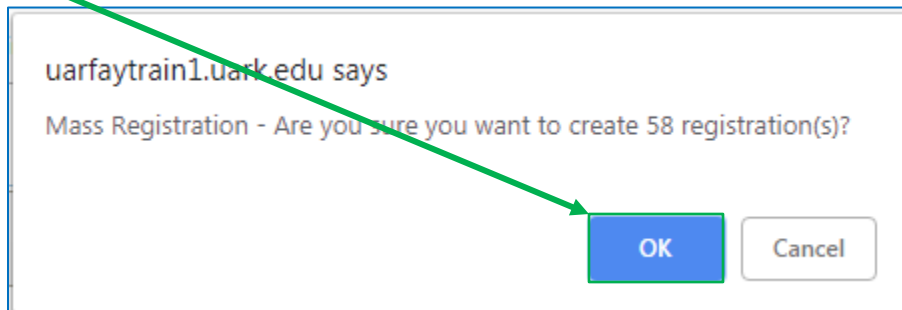
- Set:
 - Registration Status* - RSVPed/Registered
 - Response Date - Date of the Registration/RSVP
 - Update Invitation Status - Registered/RSVPed
- Click **Generate**.

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9. Click **OK**.



10. You will get back the following screen:

Mass Registration				Actions	Print
Chris's Event-A-Palooza					
Type	Awards and Honors	Venue			
Status	Active	Start Date	03/23/2019		
Stage	Invitation	Stop Date	03/23/2019		
Purpose	Appreciation/Recognition				
Registration Status	RSVPed/Registered	Invitation Status	Registered/RSVP'd		
Response Date	03/19/2019	Participation Status			
Note					
Mass Registration - 58 registration record(s) were created.					
Mass Registration Confirmation (96071) (46)					
Actions Help					
Reg ID	Name	Partner			
85240	Mr.				
85244	Arka	#70389			
85252	Mr.				
85274	Mr.				
85275	Rob				
85276	Jam				
85251	Mrs				
85254	Mrs				
85261	Mrs				
85270	Key				
85273	Arka	8858			
85228	The	99			
85236	Dr.				
85250	Mrs				
85255	Zeta	poration #...			
85257	Her				
85262	Mrs				
85263	Mrs				
85265	Mr.				
85229	Mr.				
85269	Est	193			
85278	Ms.				

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11. If you click on **RSVPs/Registrants** from the Nav Tree, you now see this:

Event

RSVPs/Registrations Actions Print

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:

RSVP/Registration Summary (72006) (2) Actions Help

	Fee Total	Paid Total
Cancelled Status	0.00	0.00
RSVPed/Registered Status	0.00	0.00

RSVPs/Registrations (72035) (58) New Actions Help

Items 1 to 20 of 58

RSVP/Regs	RSVP/Registrant	Status	Fee	Paid	Due
85222	The...	RSVPed/Regis...	0.00	0.00	0.00
85223	Mr.	RSVPed/Regis...	0.00	0.00	0.00
85224	Mrs...	RSVPed/Regis...	0.00	0.00	0.00
85225	Mr.	RSVPed/Regis...	0.00	0.00	0.00
85226	Mr.	RSVPed/Regis...	0.00	0.00	0.00
85227	Mrs...	RSVPed/Regis...	0.00	0.00	0.00
85228	The...	RSVPed/Regis...	0.00	0.00	0.00
85229	Mr.	RSVPed/Regis...	0.00	0.00	0.00
85230	Mrs...	RSVPed/Regis...	0.00	0.00	0.00
85231	Dr.	RSVPed/Regis...	0.00	0.00	0.00
85232	Mrs...	RSVPed/Regis...	0.00	0.00	0.00
85233	Mr.	RSVPed/Regis...	0.00	0.00	0.00
85234	Mrs...	RSVPed/Regis...	0.00	0.00	0.00
85235	Dr.	RSVPed/Regis...	0.00	0.00	0.00
85236	Dr.	RSVPed/Regis...	0.00	0.00	0.00
85237	Mr.	RSVPed/Regis...	0.00	0.00	0.00
85238	Mrs...	RSVPed/Regis...	0.00	0.00	0.00
85239	Mr.	RSVPed/Regis...	0.00	0.00	0.00
85240	Mr.	RSVPed/Regis...	0.00	0.00	0.00
85241	Mr.	RSVPed/Regis...	0.00	0.00	0.00

Items 1 to 20 of 58

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12. If you click on **Overview** from the **Nav Tree**, you now see 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

Invasions Overview (100277)

Invitation Count	46	Invitee Count	57
Invitation Declined Count	0	Invitee Declined Count	0
Invitation No Response Count	0	Invitee No Response Count	0

RSVP/Registration Overview (100278)

RSVPs/Registrations	58	Planned Participants	58
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		
Total in Attendance			0

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

NOTICE: There are now **registrations**.