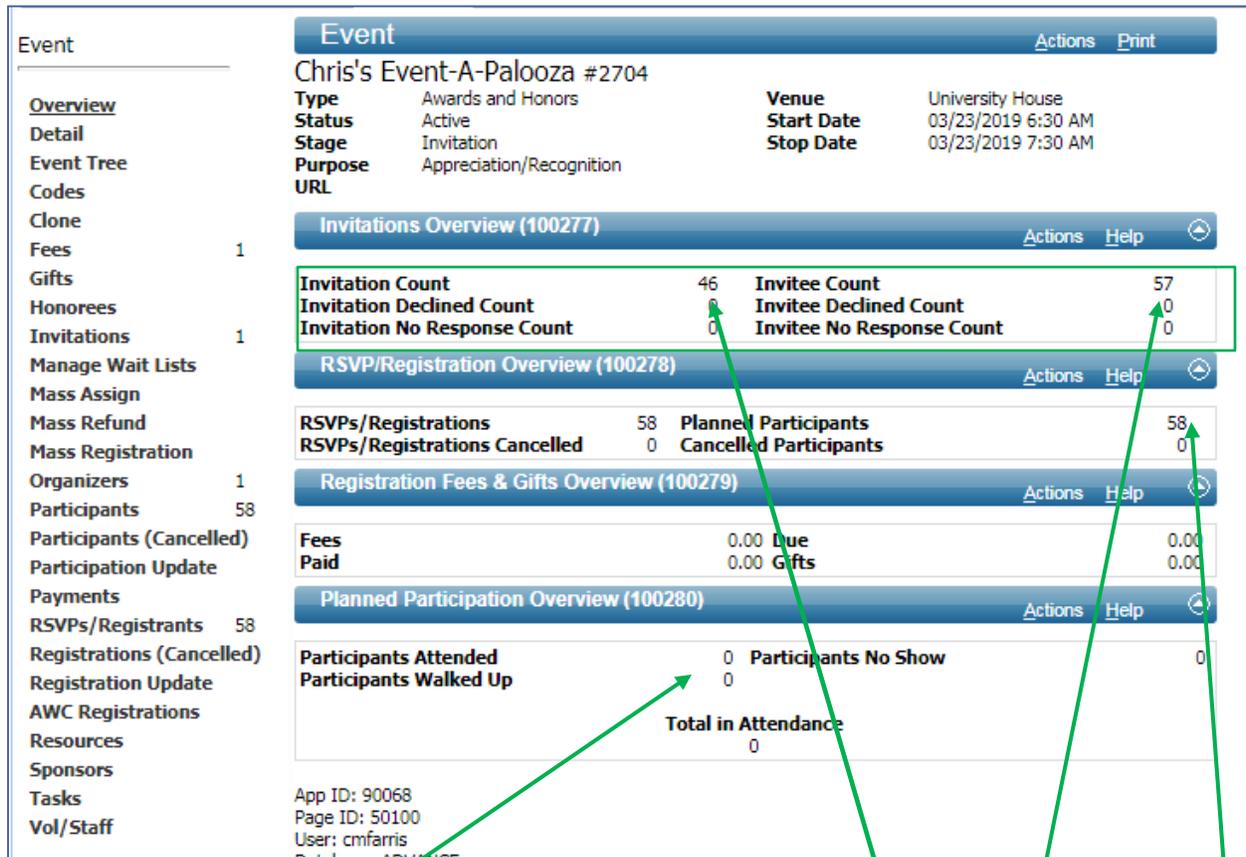


How To Create An Event (Part 4) - How To Record Participations on an Existing Event

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 Chris's Event-A-Palooza #2704 Actions Print

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) Actions Help

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) Actions Help

RSVPs/Registrations	58	Planned Participants	58
RSVPs/Registrations Cancelled	0	Cancelled Participants	0

Registration Fees & Gifts Overview (100279) Actions Help

Fees	0.00	Due	0.00
Paid	0.00	Gifts	0.00

Planned Participation Overview (100280) Actions Help

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 **no participants** yet. Currently there are **46 Invitations**, **57 Invitees** and **58 Registrations**.

How To Create An Event (Part 4) - How To Record Participations on an Existing Event

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- Notice that **Participants** in the Nav Tree show that you have 58. These are NOT participations, these are **registrations/RSVPs**. It's weird, but there you go.

Event

Participants 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

Participants (72033) Actions Help

Items 1 to 21 of 58

Reg ID	Participant	Status	Registered By	Reg Status	Tickets
85279	#			RSVPed/Regis...	1
85273				RSVPed/Regis...	1
85244				RSVPed/Regis...	1
85242				RSVPed/Regis...	1
85252				RSVPed/Regis...	1
85251				RSVPed/Regis...	1
85271				RSVPed/Regis...	1
85259				RSVPed/Regis...	1
85243				RSVPed/Regis...	1
85256				RSVPed/Regis...	1
85236				RSVPed/Regis...	1
85269				RSVPed/Regis...	1
85261				RSVPed/Regis...	1
85258				RSVPed/Regis...	1
85268				RSVPed/Regis...	1
85272				RSVPed/Regis...	1
85245				RSVPed/Regis...	1
85231				RSVPed/Regis...	1
85232				RSVPed/Regis...	1
85247				RSVPed/Regis...	1
85237				RSVPed/Regis...	1
Participants					58 Tickets

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5. Click **Participation Update** from the **Nav Tree**.
6. Change your New Participation Status to **Attended (with prior registration.)**

The screenshot shows the 'Mass Update Participation Status' interface for 'Chris's Event-A-Palooza #2704'. The navigation tree on the left includes 'Participation Update' which is highlighted. The main area shows event details and a dropdown menu for 'New Participation Status*' set to 'Attended (with prior registration)'. Below this is a 'Participation Status Filter' set to 'All'. A table of participants is displayed with checkboxes for selection. An 'Update' button is visible at the top right of the table.

Reg ID	Name	Participation Status
85279	#	
85273	Ark	58
85244	Ark	70389
85242	Mr.	
85252	Mr.	
85251	Mrs	
85271	Dr.	
85259	Col	ona #193976
85243	Mr.	
85256	For	
85236	Dr.	
85269	Est	3
85261	Mrs	
85258	Luc	

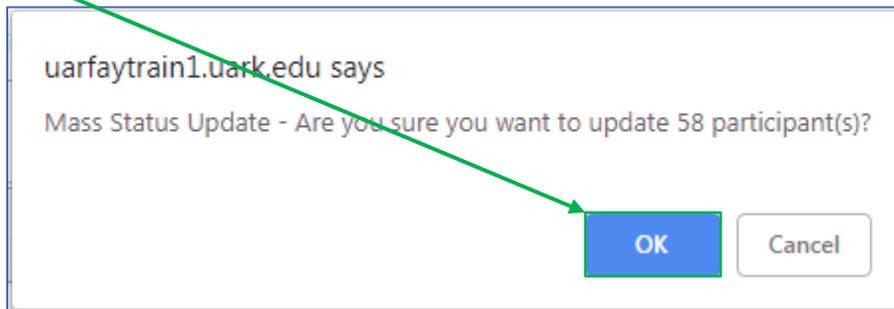
7. Click the top **check-box** if you want to update all **Invitees**. Click individual check boxes if you want to update a single **Invitee**.
8. Click **Update**.

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9. Click **OK**.



10. Click on the **Overview** of the **Nav Tree**.

Event		Chris's Event-A-Palooza #2704		Actions Print	
Overview		Type	Awards and Honors	Venue	University House
Detail		Status	Active	Start Date	03/23/2019 6:30 AM
Event Tree		Stage	Invitation	Stop Date	03/23/2019 7:30 AM
Codes		Purpose	Appreciation/Recognition		
Clone		URL			
Fees	1	Invitations Overview (100277) Actions Help			
Gifts		Invitation Count	46	Invitee Count	57
Honorees		Invitation Declined Count	0	Invitee Declined Count	0
Invitations	1	Invitation No Response Count	0	Invitee No Response Count	0
Manage Wait Lists		RSVP/Registration Overview (100278) Actions Help			
Mass Assign		RSVPs/Registrations	58	Planned Participants	58
Mass Refund		RSVPs/Registrations Cancelled	0	Cancelled Participants	0
Mass Registration		Registration Fees & Gifts Overview (100279) Actions Help			
Organizers	1	Fees	0.00	Due	0.00
Participants	58	Paid	0.00	Gifts	0.00
Participants (Cancelled)		Planned Participation Overview (100280) Actions Help			
Participation Update		Participants Attended	58	Participants No Show	0
Payments		Participants Walked Up	0		
RSVPs/Registrants	58	Total in Attendance			
Registrations (Cancelled)					58
Registration Update					
AWC Registrations					
Resources					
Sponsors					

NOTICE: There are now 58 Participants.