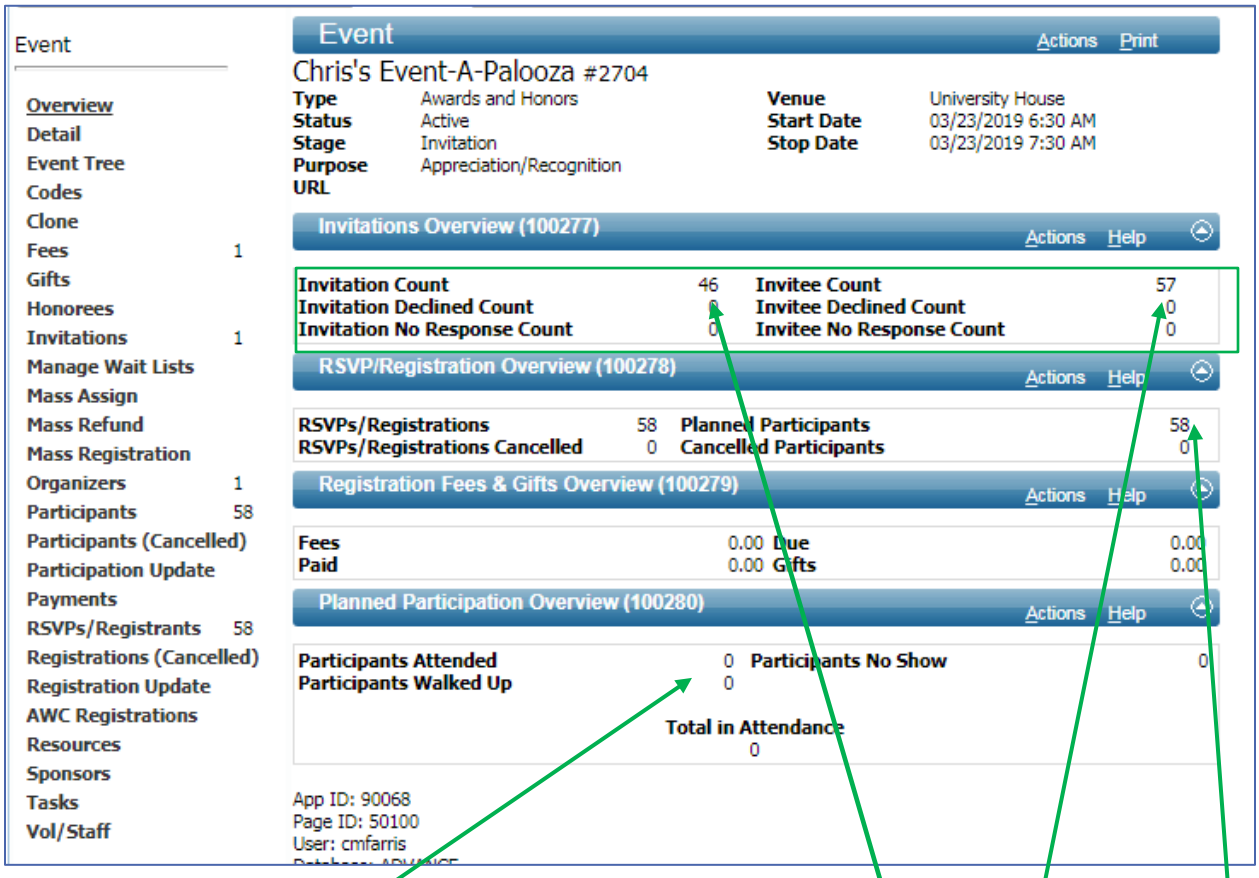
How To Create An Event (Part 4) - How To Record Participations on an Existing Event

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:



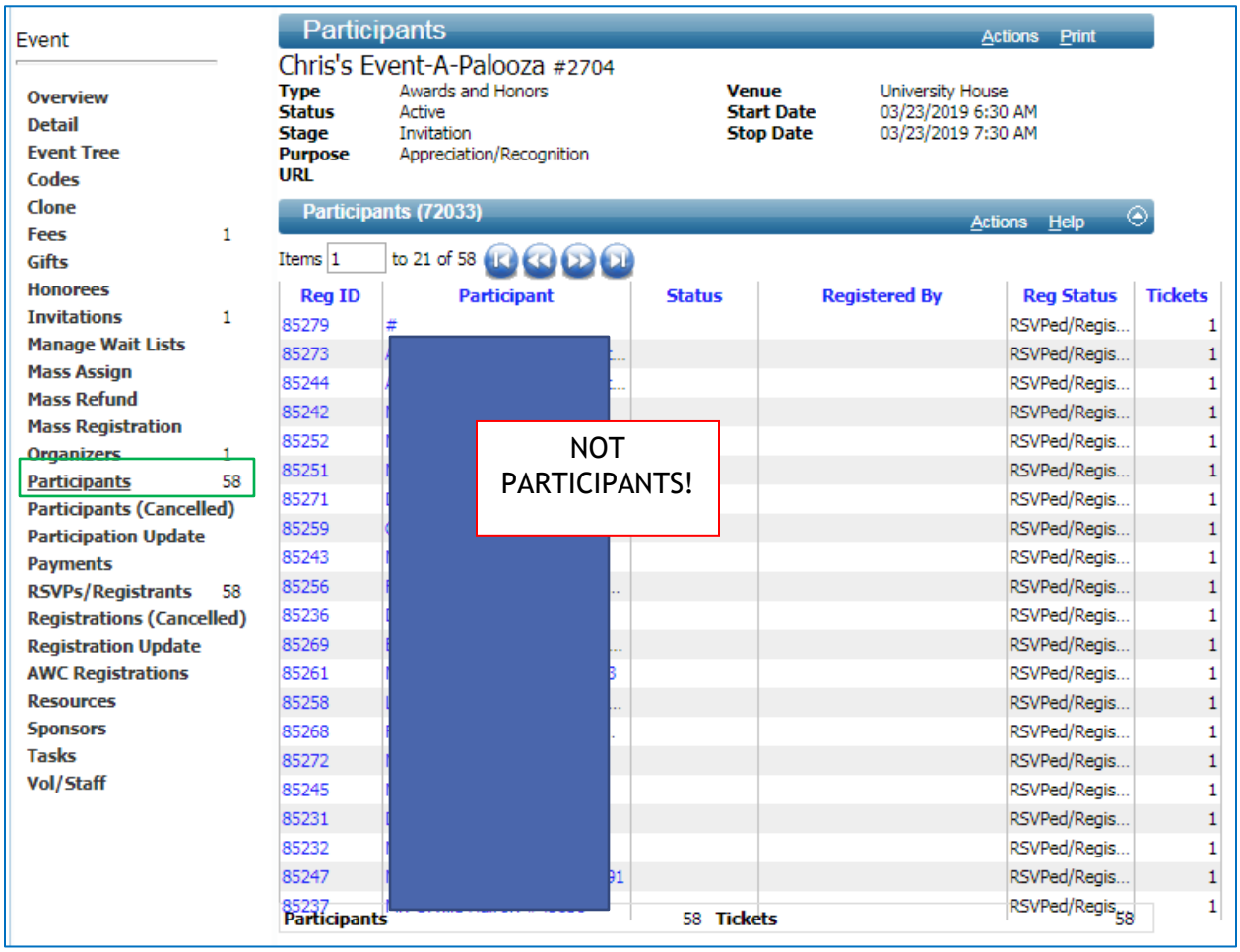
NOTICE: There are no participants yet. Currently there are 46 Invitations, 57 Invitees and 58 Registrations.

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

Ver. 1.1

3/19/2019

4. 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.

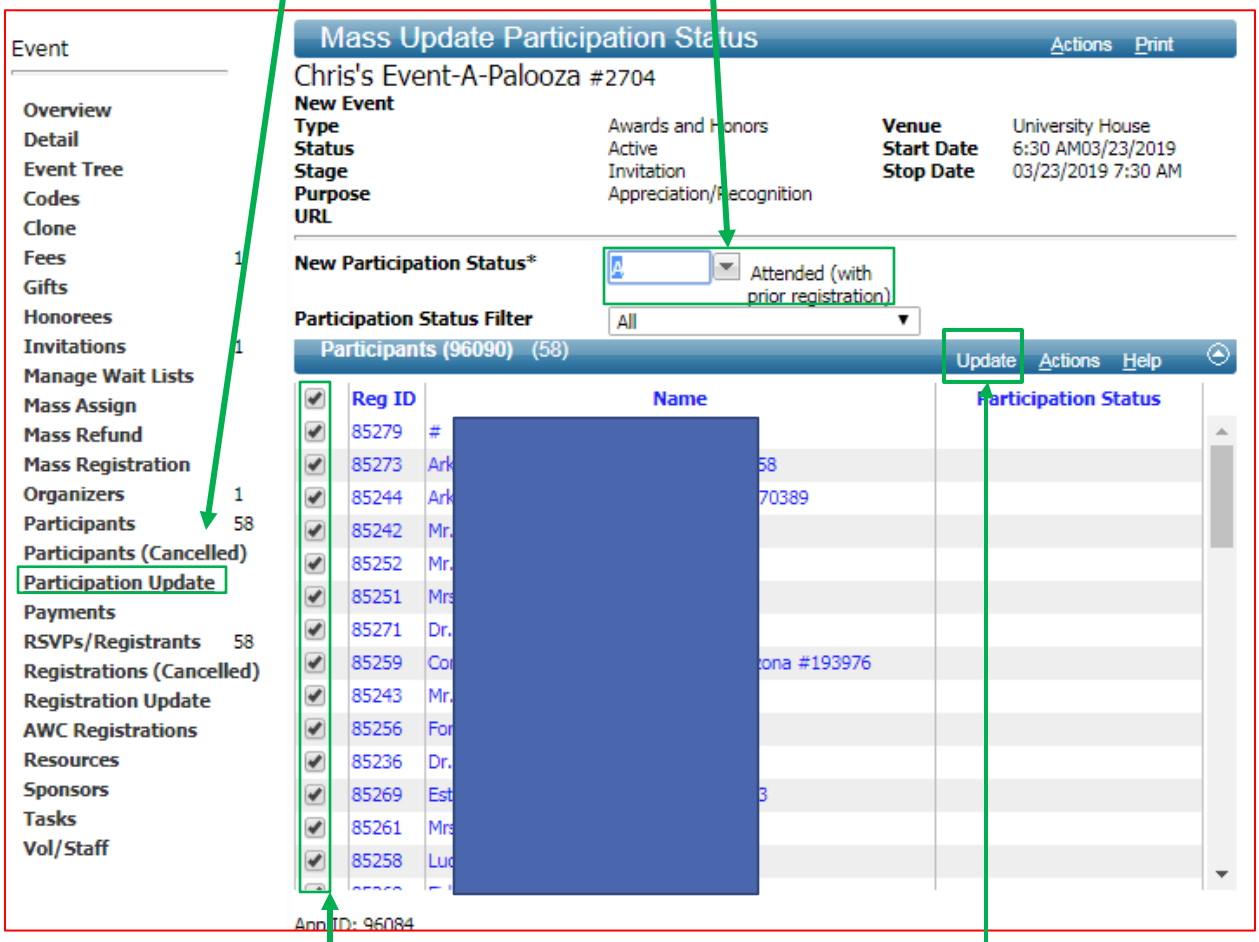


How To Create An Event (Part 4) – How To Record Participations on an Existing Event

Ver. 1.1

3/19/2019

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



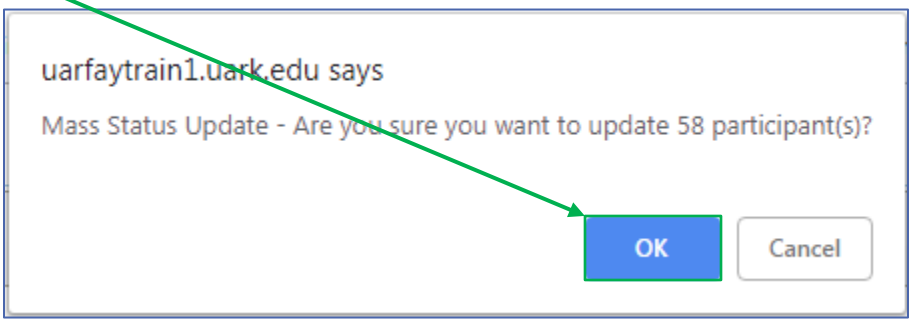
7. Click the top check-box if you want to update all **Invitees**. Click individual check boxes if you want to update a single **Invitee**.
8. Click Update.

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

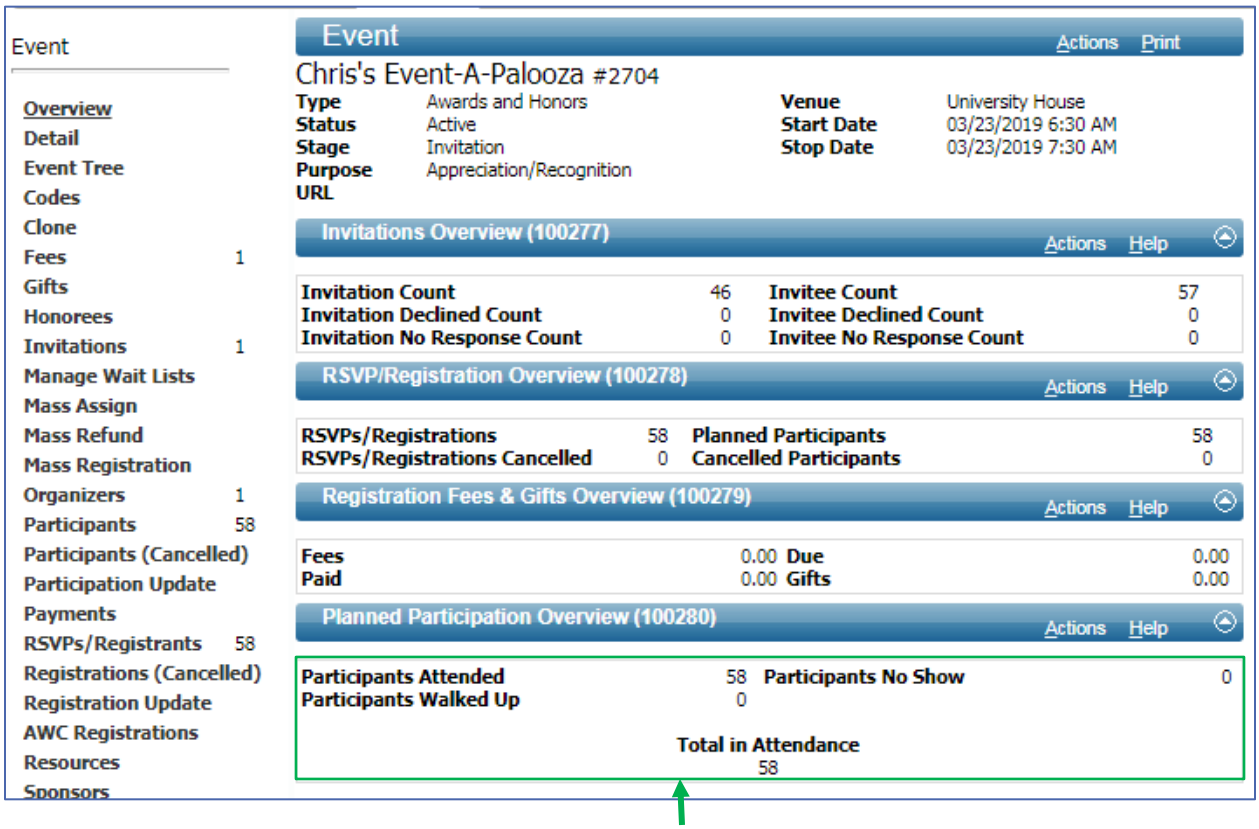
Ver. 1.1

3/19/2019

9. Click OK.



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



NOTICE: There are now 58 Participants.