

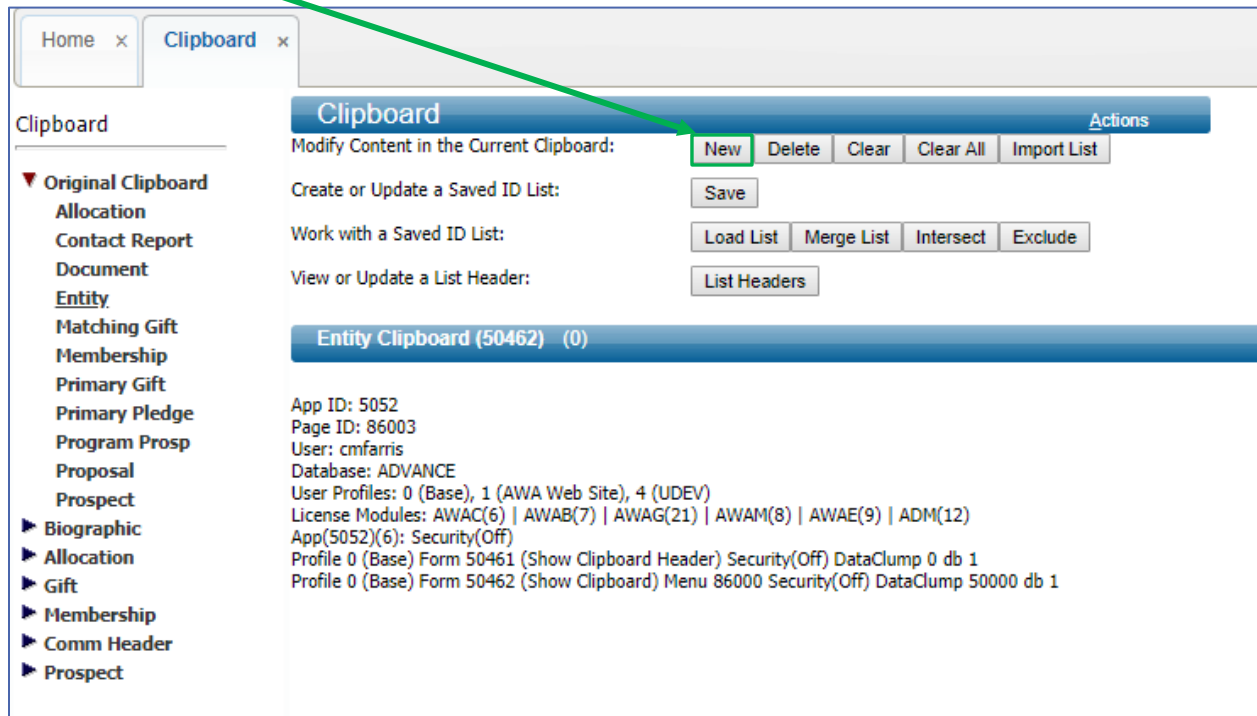


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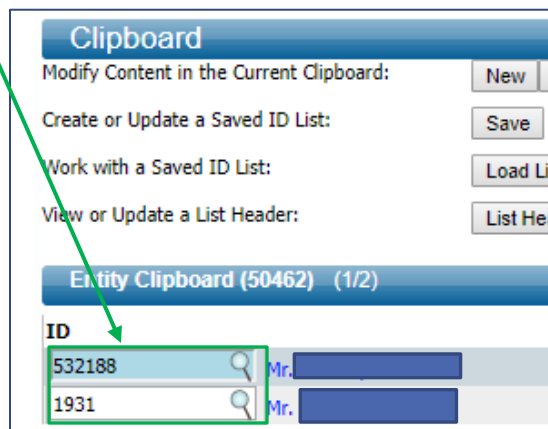
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1. Log in to Advance.
2. Open the **Clipboard** from the **Main Menu**. 
3. Click the **New** button. 



The screenshot shows the 'Clipboard' interface. On the left is a navigation menu with categories like 'Original Clipboard', 'Biographic', 'Allocation', 'Gift', 'Membership', 'Comm Header', and 'Prospect'. The main area has a 'Clipboard' header with an 'Actions' menu containing 'New', 'Delete', 'Clear', 'Clear All', and 'Import List'. Below this are sections for 'Modify Content in the Current Clipboard:', 'Create or Update a Saved ID List:', 'Work with a Saved ID List:', and 'View or Update a List Header:'. A 'New' button is highlighted with a green box, and a green arrow points from it to step 3 of the instructions. Below the buttons is a section titled 'Entity Clipboard (50462) (0)' with system information like 'App ID: 5052', 'Page ID: 86003', 'User: cmfarris', and 'Database: ADVANCE'.

4. Enter the **Entity ID** of the new attendee. Click the **New** button repeatedly if you need to add multiple IDs.



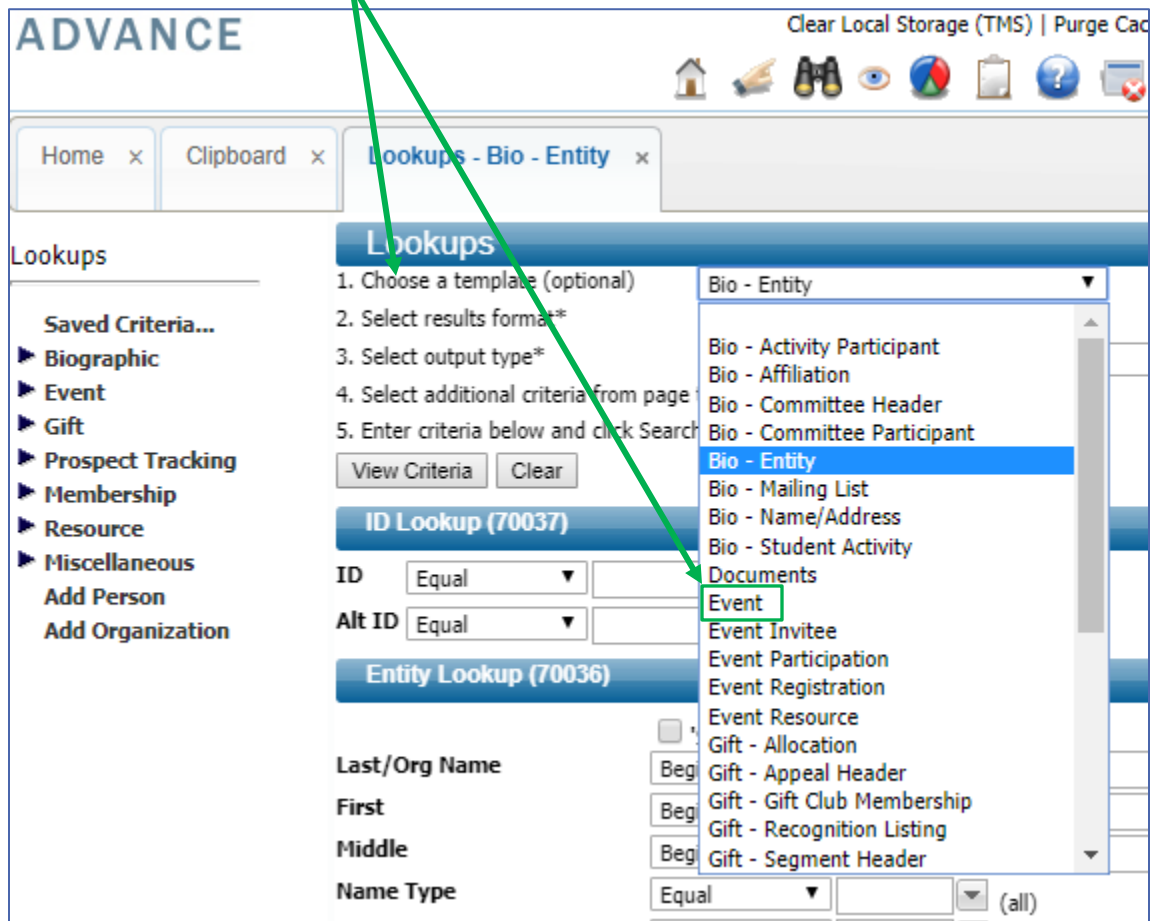
This screenshot shows a closer view of the 'Entity Clipboard (50462) (1/2)' section. It features a table with columns for 'ID' and 'Mr.'. The first row has '532188' in the ID column and 'Mr.' in the Mr. column. The second row has '1931' in the ID column and 'Mr.' in the Mr. column. A green box highlights the 'ID' column, and a green arrow points from step 4 of the instructions to the '532188' entry.

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5. Click the **Lookup** tool from the **Main Menu**. 
6. Change your **Choose a template (optional)** bar to **Event**.



The screenshot shows the ADVANCE software interface. At the top, there is a navigation bar with the word "ADVANCE" on the left and "Clear Local Storage (TMS) | Purge Cache" on the right. Below this is a breadcrumb trail: "Home x", "Clipboard x", and "Lookups - Bio - Entity x". The main content area is titled "Lookups" and contains a list of steps: "1. Choose a template (optional)", "2. Select results format*", "3. Select output type*", "4. Select additional criteria from page", and "5. Enter criteria below and click Search". A dropdown menu is open under step 1, showing a list of templates: "Bio - Entity", "Bio - Activity Participant", "Bio - Affiliation", "Bio - Committee Header", "Bio - Committee Participant", "Bio - Entity" (highlighted in blue), "Bio - Mailing List", "Bio - Name/Address", "Bio - Student Activity", "Documents", "Event" (highlighted in green), "Event Invitee", "Event Participation", "Event Registration", "Event Resource", "Gift - Allocation", "Gift - Appeal Header", "Gift - Gift Club Membership", "Gift - Recognition Listing", and "Gift - Segment Header". Below the dropdown, there are sections for "ID Lookup (70037)" and "Entity Lookup (70036)". The "ID Lookup" section has fields for "ID" and "Alt ID", both with "Equal" selected in a dropdown. The "Entity Lookup" section has fields for "Last/Org Name", "First", "Middle", and "Name Type", with "Name Type" set to "Equal". A green arrow points from the "Event" option in the dropdown menu to the "Event" text in the instructions above.

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- Use the **Lookups – Event** screen to find the Event that you need to add the individuals to. I am using 2225. 2017 Greater Movie Screening.

Home x Clipboard x Lookups - Event x

Lookups

Saved Criteria...

- ▶ Biographic
- ▶ Event
- ▶ Gift
- ▶ Prospect Tracking
- ▶ Membership
- ▶ Resource
- ▶ Miscellaneous
- Add Person
- Add Organization

Lookups

1. Choose a template (optional)
2. Select results format*
3. Select output type*
4. Select additional criteria from page tree (optional)
5. Enter criteria below and click Search

Event (72020)

Event Name	Begins with	<input type="text"/>
Event ID	Equal	<input type="text" value="2225"/> 2017 Greater Movie Screening
Active	Equal	<input type="text"/> <input type="button" value="(all)"/>
Type	Equal	<input type="text"/> <input type="button" value="(all)"/>
Status	Equal	<input type="text"/> <input type="button" value="(all)"/>
Start	Equal	<input type="text"/>
Stop	Equal	<input type="text"/>
Stage	Equal	<input type="text"/> <input type="button" value="(all)"/>
Content	Equal	<input type="text"/> <input type="button" value="(all)"/>
Purpose	Equal	<input type="text"/> <input type="button" value="(all)"/>
Venue Code	Equal	<input type="text"/> <input type="button" value="(all)"/>
Venue	Begins with	<input type="text"/>
Code	Equal	<input type="text"/> <input type="button" value="(all)"/>

- Go to the Event.

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9. From the **Event** screen, choose **Mass Registration** from the **Nav Tree**.

ADVANCE Clear Local Storage (TMS) | Purge Cache **Chris Farris** [Logout]

Home x Clipboard x Lookups - Event x **Event** x 2017 G...

Event 2017 Greater Movie Screening #2225 [Actions](#) [Print](#)

Overview
Type Chapter Event
Status Completed
Stage Post-Event Review
Purpose Alumni Relations
Venue Boyer Board
Start Date 04/22/2017 2:00 PM
Stop Date 04/22/2017 5:30 PM

Invitations Overview (100277) [Actions](#) [Help](#)

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) [Actions](#) [Help](#)

RSVPs/Registrations	96	Planned Participants	96
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	38	Participants No Show	46
Participants Walked Up	12		
Total in Attendance			50

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

Nav Tree: Overview, Detail, Event Tree, Codes (1), Clone, Fees (1), Gifts, Honorees, Invitations, Manage Wait Lists, Mass Assign, Mass Refund, **Mass Registration**, Organizers (1), Participants (96), Participants (Cancelled), Participation Update, Payments, RSVPs/Registrants (96), Registrations (Cancelled), Registration Update, AWC Registrations, Resources, Sponsors, Tasks, Vol/Staff

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10. You should see the **Clipboard** names entered earlier. If you do NOT, click **Get from Clipboard**.

Mass Registration Actions Print

2017 Greater Movie Screening #2225

Type	Chapter Event	Venue	Boyer Board
Status	Completed	Start Date	04/22/2017
Stage	Post-Event Review	Stop Date	04/22/2017
Purpose	Alumni Relations		
URL			

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

Entity List (72283) (2) Get Saved ID List **Get from Clipboard** Actions Help

	Name
<input type="checkbox"/>	Mr. [REDACTED]
<input type="checkbox"/>	Mr. [REDACTED]

Mass Registration (96070) Generate Cancel Help

Registration Status* ▼

Response Date

Update Invitation Status ▼

Update Participation Status ▼

Note

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11. Click the **box** in the top left of the **Entity List**. This will put a check beside every name.

The screenshot shows a web application interface for 'Mass Registration'. At the top, there is a header bar with 'Mass Registration' and 'Actions Print'. Below this is a section for '2017 Greater Movie Screening #2225' with details: Type (Chapter Event), Status (Completed), Stage (Post-Event Review), Purpose (Alumni Relations), Venue (Boyer Board), Start Date (04/22/2017), and Stop Date (04/22/2017). A message prompts the user to select 'Get Saved ID List' or 'Get From Clipboard' to populate the Entity List. The 'Entity List (72283) (2)' section features a table with a 'Name' column and a checkbox column. A green box highlights the top-left checkbox. Below the table is another 'Mass Registration (96070)' section with fields for 'Registration Status*', 'Response Date', 'Update Invitation Status', 'Update Participation Status', and a 'Note' field.

Mass Registration		Actions	Print
2017 Greater Movie Screening #2225			
Type	Chapter Event	Venue	Boyer Board
Status	Completed	Start Date	04/22/2017
Stage	Post-Event Review	Stop Date	04/22/2017
Purpose	Alumni Relations		
URL			

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

Entity List (72283) (2)		Get Saved ID List	Get from Clipboard	Actions	Help
<input checked="" type="checkbox"/>	Name				
<input checked="" type="checkbox"/>	Mr. [REDACTED]				
<input checked="" type="checkbox"/>	Mr. [REDACTED]				

Mass Registration (96070)		Generate	Cancel	Help
Registration Status*	<input type="text"/>			
Response Date	<input type="text"/>			
Update Invitation Status	<input type="text"/>			
Update Participation Status	<input type="text"/>			
Note	<input type="text"/>			

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12. Change:

- **Registration Status*** to **RSVPed/Registered.**
- **Response Date** to Date the Invitee Responded or the Date of the Event
- **Update Invitation Status** to **Registered/RSVP'd**
- **Update Participation Status** to **Attended (with prior registration)**

The screenshot shows the 'Mass Registration' interface for event #2225. At the top, it displays event details: Type (Chapter Event), Status (Completed), Stage (Post-Event Review), Purpose (Alumni Relations), Venue (Boyer Board), Start Date (04/22/2017), and Stop Date (04/22/2017). Below this is an 'Entity List (72283) (2)' with two entries, each starting with 'Mr.' and a redacted name. A green arrow points from the first 'Mr.' to the 'Registration Status*' dropdown in the configuration section below. The configuration section includes: 'Registration Status*' set to 'G' (RSVPed/Registered), 'Response Date' set to '05/02/2019', 'Update Invitation Status' set to 'R' (Registered/RSVP'd), and 'Update Participation Status' set to 'A' (Attended (with prior registration)). A 'Generate' button is highlighted with a green box, and a green arrow points from it to the 'OK' button in the confirmation dialog below.

13. Click **Generate**.

14. The system will prompt to make sure you want to do this. Click **OK**.

The confirmation dialog box displays the text: 'uarfaytrain1.uark.edu says' followed by 'Mass Registration - Are you sure you want to create 2 registration(s)?'. At the bottom, there are two buttons: 'OK' and 'Cancel'. A green arrow points from the 'Generate' button in the previous screenshot to the 'OK' button in this dialog.