
How to Add Non-Advance Entities to an Event

Ver. 1.0

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Occasionally a person will attend an Event who is not in the Advance system. There are 3 ways to handle these persons:

METHOD 1: THE INSTITUTION BELIEVES THAT THE PERSON MAY EVENTUALLY BECOME A DONOR AND WISHES TO ADD THEM TO ADVANCE.

- Request that they be added to Advance by sending an email with all relevant information to records@uark.edu.



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METHOD 2: THE INSTITUTION DOES NOT WISH TO ADD THE ATTENDEE TO ADVANCE AND THE ATTENDEE WAS INVITED BY A GUEST WHO IS ALREADY IN ADVANCE.

Scenario: Harold H. Hartman has invited Ronald McDonald to a Tailgate event. Daniel is in our Advance system. Ronald is not. We do not want to add Ronald to the Advance system. We will, instead, add him to Daniel's record of participation.

1. Open the Event in Advance.

Event				Actions	Print
2017 (August) Outstanding Faculty Luncheon #2519					
Type	Awards and Honors	Venue	Arkansas Union Ballroom		
Status	Active	Start Date	08/11/2018 8:00 AM		
Stage	Invitation	Stop Date	08/11/2018 7:00 PM		
Purpose	Appreciation/Recognition				
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	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	58	Participants No Show	0		
Participants Walked Up	0				
Total in Attendance			58		
App ID: 90068					

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2. Choose **RSVPs/Registrants** from the Nav Tree.

Event | **RSVPs/Registrations** | [Actions](#) | [Print](#)

2017 (August) Outstanding Faculty Luncheon #2519

Type: Awards and Honors | **Venue:** Arkansas Union Ballroom
Status: Active | **Start Date:** 08/11/2018 8:00 AM
Stage: Invitation | **Stop Date:** 08/11/2018 7:00 PM
Purpose: Appreciation/Recognition

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
179351	TH	RSVPed/Regis...	0.00	0.00	0.00
179352	Mr	RSVPed/Regis...	0.00	0.00	0.00
179353	Mr	RSVPed/Regis...	0.00	0.00	0.00
179354	Mr	RSVPed/Regis...	0.00	0.00	0.00
179355	Mr	RSVPed/Regis...	0.00	0.00	0.00
179356	Mr	RSVPed/Regis...	0.00	0.00	0.00
179357	TH	RSVPed/Regis...	0.00	0.00	0.00
179358	Mr	RSVPed/Regis...	0.00	0.00	0.00
179359	Mr	RSVPed/Regis...	0.00	0.00	0.00
179360	Dr	RSVPed/Regis...	0.00	0.00	0.00
179361	Mr	RSVPed/Regis...	0.00	0.00	0.00

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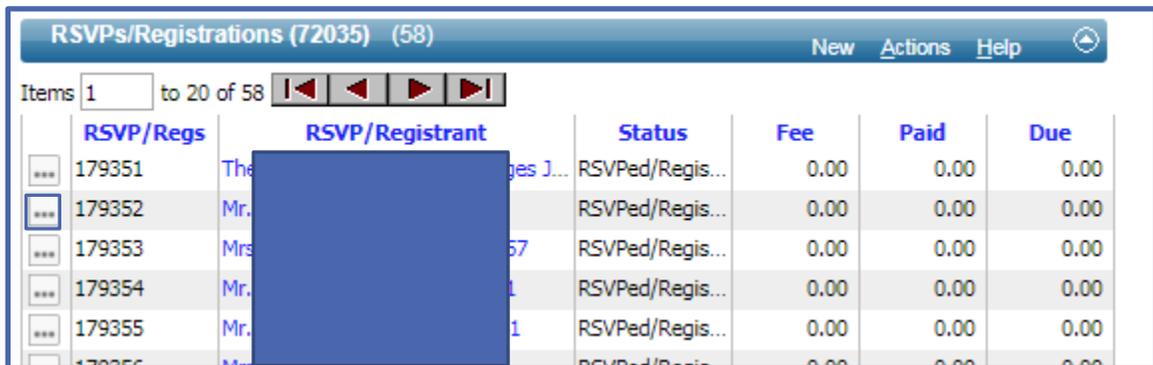
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3. Find the Guest (with Advance ID) that you would like to add the non-Advance ID person to. We'll use [Mr. Harold H. Hartman](#).

Scenario: Harold H. Hartman has invited Ronald McDonald to a Tailgate event. Daniel is in our Advance system. Ronald is not. We do not want to add Ronald to the Advance system. We will, instead, add him to Daniel's record of participation.

4. Click on the ellipses  to the left of Mr. Harold H. Hartman.



	RSVP/Regs	RSVP/Registrant	Status	Fee	Paid	Due
	179351	The...	RSVPed/Regis...	0.00	0.00	0.00
	179352	Mr. Harold H. Hartman	RSVPed/Regis...	0.00	0.00	0.00
	179353	Mrs. ... 57	RSVPed/Regis...	0.00	0.00	0.00
	179354	Mr. ... 1	RSVPed/Regis...	0.00	0.00	0.00
	179355	Mr. ... 1	RSVPed/Regis...	0.00	0.00	0.00
	179356	Mr. ...	RSVPed/Regis...	0.00	0.00	0.00

5. This will open the Participants screen.

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6. From the participants screen click [New](#) in the top blue bar. [New](#)

RSVP/Registration Actions

Mr. [REDACTED] #6656
2017 (August) Outstanding Faculty Luncheon #2519

Reg ID	179352	Fee Amt	0.00
Status	RSVPed/Registered	Paid Amt	0.00
Participants	1	Balance	0.00

Participants (1)
[Registration Detail](#)

Participants (72288) (1/1) Save [New](#) Cancel Actions Help

Name

Mr. [REDACTED] 656

Participant ID 6656 M [REDACTED]

Participant Name Mr. [REDACTED]

Last [REDACTED] **Prefix** Mr. ▼

First [REDACTED] **Suffix** ▼

Middle [REDACTED]

Sort Name [REDACTED]

Salutation [REDACTED]

Alternate First Name [REDACTED]

Name Tag [REDACTED]

Tent Card [REDACTED]

Fee Package 0 ▼

VIP

Couple With 0 ▼

Guest 0 ▼

Guest Relation ▼

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7. Enter the Participant Name and any other relevant information.
8. Choose the Guest box **Guest** .
9. Use the drop-down box to choose Guest of (in this case Mr. Daniel V. McClelland).
10. Use the Guest Relation drop-down if needed.

The screenshot shows a software interface for managing participants. At the top, a blue header bar contains the text 'Participants (72288) (2/2)' and navigation buttons: 'Save', 'Cancel', 'Actions', and 'Help'. Below the header is a list box with the title 'Name' and one entry: 'Mr. Harold H. Hartman #6656'. The main form area contains the following fields and options:

- Participant ID**: A search box with a magnifying glass icon.
- Participant Name**: A text field containing 'Ronald McDonald'.
- Last**: A text field containing 'McDonald'.
- First**: A text field containing 'Ronald'.
- Middle**: A text field containing 'Hemsworth'.
- Sort Name**: An empty text field.
- Salutation**: An empty text field.
- Alternate First Name**: An empty text field.
- Name Tag**: An empty text field.
- Tent Card**: An empty text field.
- Fee Package**: A dropdown menu.
- VIP**:
- Couple With**: A dropdown menu.
- Guest**: (Selected)
- Guest Relation**: A dropdown menu with '1' selected, and a secondary dropdown menu with 'Mr. Harold H. Hartman' selected.
- Guest Relation**: A dropdown menu with 'CD' selected, and a secondary dropdown menu with 'Credit donor' selected.

11. Click [Save](#) from the blue bar.
12. Ronald McDonald will now appear under Harold H. Hartman 's name.

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13. Return to the Event page.

Event

Event [Actions](#) [Print](#)

2017 (August) Outstanding Faculty Luncheon #2519

Type	Awards and Honors	Venue	Arkansas Union Ballroom
Status	Active	Start Date	08/11/2018 8:00 AM
Stage	Invitation	Stop Date	08/11/2018 7:00 PM
Purpose	Appreciation/Recognition		

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	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	58	Participants No Show	0
Participants Walked Up	0		
Total in Attendance			58

App ID: 90068

Event

- [Overview](#)
- [Detail](#)
- [Event Tree](#)
- [Codes](#)
- [Clone](#)
- [Fees](#) 1
- [Gifts](#)
- [Honorees](#)
- [Invitations](#)
- [Manage Wait Lists](#)
- [Mass Assign](#)
- [Mass Refund](#)
- [Mass Registration](#)
- [Organizers](#) 1
- [Participants](#) 58
- [Participation Update](#)
- [Payments](#)
- [RSVPs/Registrants](#) 58
- [Registration Update](#)
- [AWC Registrations](#)
- [Resources](#)
- [Sponsors](#)
- [Tasks](#)
- [Vol/Staff](#)

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NOTE: THE FOLLOWING STEPS ARE NOT REQUIRED IF ALL ATTENDEES HAVE ALREADY BEEN RECORDED AS PARTICIPANTS

14. Select [Participation Update](#) from the Nav Tree.
15. Select the [checkboxes](#) beside the attendees that need to be made Participants.
16. Change the [New Participation Status*](#) to [Attended \(with prior registration\)](#) or [Walk-up](#).
17. Click [Update](#) from the blue bar.

Mass Update Participation Status Actions Print

2017 (August) Outstanding Faculty Luncheon #2519

New Event

Type	Awards and Honors	Venue	Arkansas Union Ballroom
Status	Active	Start Date	08/11/2018 8:00 AM
Stage	Invitation	Stop Date	08/11/2018 7:00 PM
Purpose	Appreciation/Recognition		

New Participation Status* Attended (with prior registration)

Participation Status Filter

Participants (96090) (58) Update Actions Help

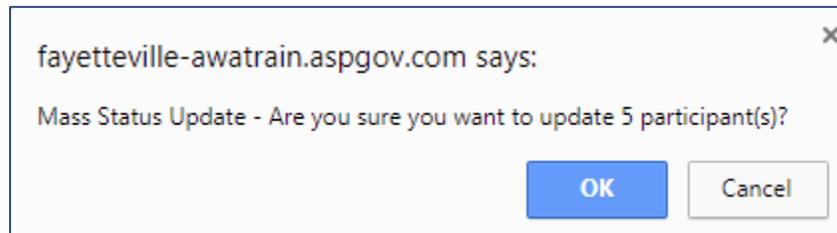
<input checked="" type="checkbox"/>	Reg ID	Name	Participation Status
<input checked="" type="checkbox"/>	179408	#	Attended (with prior registrati...
<input checked="" type="checkbox"/>	179402	58	Attended (with prior registrati...
<input checked="" type="checkbox"/>	179373	70389	Attended (with prior registrati...
<input checked="" type="checkbox"/>	179371		Attended (with prior registrati...
<input checked="" type="checkbox"/>	179381		Attended (with prior registrati...
<input checked="" type="checkbox"/>	179380		Attended (with prior registrati...
<input checked="" type="checkbox"/>	179400		Attended (with prior registrati...
<input checked="" type="checkbox"/>	179388	izona #193976	Attended (with prior registrati...
<input checked="" type="checkbox"/>	179372		Attended (with prior registrati...
<input checked="" type="checkbox"/>	179385		Attended (with prior registrati...
<input checked="" type="checkbox"/>	179365		Attended (with prior registrati...
<input checked="" type="checkbox"/>	179398	3	Attended (with prior registrati...
<input checked="" type="checkbox"/>	179390		Attended (with prior registrati...
<input checked="" type="checkbox"/>	179387		Attended (with prior registrati...

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18. Click OK to the Mass Status Update request.



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METHOD 3: THE ATTENDEE WAS NOT INVITED BY ANOTHER GUEST AND WE DO NOT WISH TO ADD THEM TO ADVANCE BUT WE DO WANT TO RECORD THEIR ATTENDANCE.

Scenario: Mrs. Wendy Arby has decided to attend one of our events. She is NOT a guest of an existing Advance entity and we do NOT want to add her to Advance.

1. Open the Event in Advance.

The screenshot displays the 'Event' management interface. On the left is a navigation menu with options like Overview, Detail, Event Tree, Codes, Clone, Fees (1), Gifts, Honorees, Invitations, Manage Wait Lists, Mass Assign, Mass Refund, Mass Registration, Organizers (1), Participants (58), Participation Update, Payments, RSVPs/Registrants (58), Registration Update, AWC Registrations, Resources, Sponsors, Tasks, and Vol/Staff. The main content area shows event details for '2017 (August) Outstanding Faculty Luncheon #2519'. It includes fields for Type (Awards and Honors), Status (Active), Stage (Invitation), Purpose (Appreciation/Recognition), Venue (Arkansas Union Ballroom), Start Date (08/11/2018 8:00 AM), and Stop Date (08/11/2018 7:00 PM). Below this are several overview tabs: 'Invitations Overview (100277)', 'RSVP/Registration Overview (100278)', 'Registration Fees & Gifts Overview (100279)', and 'Planned Participation Overview (100280)'. The 'Planned Participation Overview' tab is active, showing a table with 'Participants Attended' (58), 'Participants No Show' (0), and 'Participants Walked Up' (0), resulting in a 'Total in Attendance' of 58. At the bottom left of the main area, the App ID is 90068.

Event			
2017 (August) Outstanding Faculty Luncheon #2519			
Type	Awards and Honors	Venue	Arkansas Union Ballroom
Status	Active	Start Date	08/11/2018 8:00 AM
Stage	Invitation	Stop Date	08/11/2018 7:00 PM
Purpose	Appreciation/Recognition		

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	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	58	Participants No Show	0
Participants Walked Up	0		
Total in Attendance		58	

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2. Choose **RSVPs/Registrants** from the Nav Tree.

Event

RSVPs/Registrations Actions Print

2017 (August) Outstanding Faculty Luncheon #2519

Type Awards and Honors **Venue** Arkansas Union Ballroom
Status Active **Start Date** 08/11/2018 8:00 AM
Stage Invitation **Stop Date** 08/11/2018 7:00 PM
Purpose Appreciation/Recognition

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	
...	179351	The	es J...	RSVPed/Regis...	0.00	0.00	0.00
...	179352	Mr.		RSVPed/Regis...	0.00	0.00	0.00
...	179353	Mrs.	7	RSVPed/Regis...	0.00	0.00	0.00
...	179354	Mr.		RSVPed/Regis...	0.00	0.00	0.00
...	179355	Mr.		RSVPed/Regis...	0.00	0.00	0.00
...	179356	Mrs.		RSVPed/Regis...	0.00	0.00	0.00
...	179357	The	#1...	RSVPed/Regis...	0.00	0.00	0.00
...	179358	Mr.	6	RSVPed/Regis...	0.00	0.00	0.00
...	179359	Mrs.	7	RSVPed/Regis...	0.00	0.00	0.00
...	179360	Dr.		RSVPed/Regis...	0.00	0.00	0.00
...	179361	Mrs.		RSVPed/Regis...	0.00	0.00	0.00

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We are about to add the Alumni Association as an attendee at the Event. We are doing this only so that we can make all of our non-Advance attendees (like Mrs. Wendy Arby) guests of the Alumni Association.

3. Select **New** from the blue bar.
4. Find the Alumni Association Entity ID using the Person block in the top left.

The screenshot displays the 'RSVP/Registration' software interface. At the top, a blue header bar contains the text 'RSVP/Registration' and the buttons 'Actions' and 'Print'. Below this, a section titled 'New Person' is visible. The main form area has a blue header bar with 'RSVP/Registration Detail (72248)' and buttons for 'Save', 'Cancel', 'Actions', and 'Help'. The form contains several fields: 'Person' with a search icon, 'Last', 'First', and 'Middle' name fields, 'Event*' with the value '2519', 'Status*' with a dropdown menu showing 'G' and 'RSVPed/Registered', 'Resp Date' with the value '08/10/2018' and a calendar icon, and a 'Note' field with a text area and a small icon in the bottom right corner.

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5. Click [Save](#) from the blue bar.

RSVP/Registration Detail (72248) Save Cancel Actions Help

Person 70170 Arkansas Alumni Association Inc. **OR**

Event* 2519

Status* G RSVPed/Registered

Resp Date 08/10/2018

Note

Last

First

Middle

6. Return to the Event and choose [RSVPs/Registrants](#) from the Nav Tree.

We are doing this confirm that the Alumni Association has been added as an attendee.

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RSVPs/Registrations
Actions [Print](#)

2017 (August) Outstanding Faculty Luncheon #2519

Type Awards and Honors	Venue Arkansas Union Ballroom
Status Active	Start Date 08/11/2018 8:00 AM
Stage Invitation	Stop Date 08/11/2018 7:00 PM
Purpose Appreciation/Recognition	

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) (41/59)
New [Actions](#) [Help](#)

Items to 59 of 59

	RSVP/Regs	RSVP/Registrant	Status	Fee	Paid	Due
...	179391	08	RSVPed/Regis...	0.00	0.00	0.00
...	179392	8749	RSVPed/Regis...	0.00	0.00	0.00
...	179393	Foundati...	RSVPed/Regis...	0.00	0.00	0.00
...	179394	62	RSVPed/Regis...	0.00	0.00	0.00
...	179395	5805	RSVPed/Regis...	0.00	0.00	0.00
...	179396	#487592	RSVPed/Regis...	0.00	0.00	0.00
...	179397	d #5102...	RSVPed/Regis...	0.00	0.00	0.00
...	179398	s, Jr. #...	RSVPed/Regis...	0.00	0.00	0.00
...	179399	6699	RSVPed/Regis...	0.00	0.00	0.00
...	179400		RSVPed/Regis...	0.00	0.00	0.00
...	179401	8	RSVPed/Regis...	0.00	0.00	0.00
...	179402	puting #...	RSVPed/Regis...	0.00	0.00	0.00
...	179403	#571028	RSVPed/Regis...	0.00	0.00	0.00
...	179404	99101	RSVPed/Regis...	0.00	0.00	0.00
...	179405	619315	RSVPed/Regis...	0.00	0.00	0.00
...	179406	644736	RSVPed/Regis...	0.00	0.00	0.00
...	179407	D	RSVPed/Regis...	0.00	0.00	0.00
...	179408		RSVPed/Regis...	0.00	0.00	0.00
...	179409	Arkansas Alumni Association Inc. #...	RSVPed/Regis...	0.00	0.00	0.00

The following steps are the same that we follow for tying a guest to an existing Advance entity.

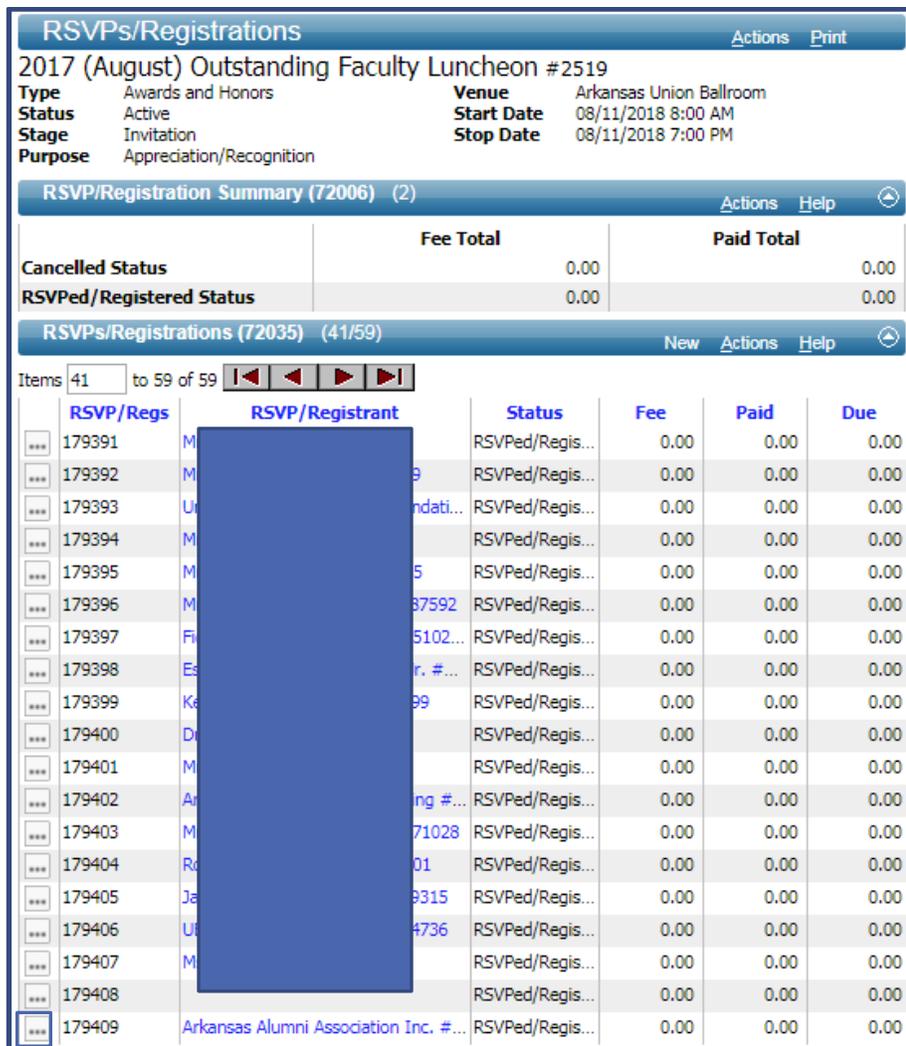
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Scenario: Mrs. Wendy Arby has decided to attend one of our events. She is not a guest of an existing Advance entity and we do not want to add her to Advance.

1. Click on the ellipses  to the left of Arkansas Alumni Association.



RSVPs/Registrations Actions Print

2017 (August) Outstanding Faculty Luncheon #2519

Type Awards and Honors Venue Arkansas Union Ballroom
Status Active Start Date 08/11/2018 8:00 AM
Stage Invitation Stop Date 08/11/2018 7:00 PM
Purpose Appreciation/Recognition

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) (41/59) New Actions Help

Items 41 to 59 of 59

RSVP/Regs	RSVP/Registrant	Status	Fee	Paid	Due
179391	M...	RSVPed/Regis...	0.00	0.00	0.00
179392	M...	RSVPed/Regis...	0.00	0.00	0.00
179393	U...ndati...	RSVPed/Regis...	0.00	0.00	0.00
179394	M...	RSVPed/Regis...	0.00	0.00	0.00
179395	M...	RSVPed/Regis...	0.00	0.00	0.00
179396	M...87592	RSVPed/Regis...	0.00	0.00	0.00
179397	F...5102...	RSVPed/Regis...	0.00	0.00	0.00
179398	E...r. #...	RSVPed/Regis...	0.00	0.00	0.00
179399	K...99	RSVPed/Regis...	0.00	0.00	0.00
179400	D...	RSVPed/Regis...	0.00	0.00	0.00
179401	M...	RSVPed/Regis...	0.00	0.00	0.00
179402	A...ng #...	RSVPed/Regis...	0.00	0.00	0.00
179403	M...71028	RSVPed/Regis...	0.00	0.00	0.00
179404	R...01	RSVPed/Regis...	0.00	0.00	0.00
179405	J...9315	RSVPed/Regis...	0.00	0.00	0.00
179406	U...4736	RSVPed/Regis...	0.00	0.00	0.00
179407	M...	RSVPed/Regis...	0.00	0.00	0.00
179408		RSVPed/Regis...	0.00	0.00	0.00
179409	Arkansas Alumni Association Inc. #...	RSVPed/Regis...	0.00	0.00	0.00

2. This will open the Participants screen.

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- From the participants screen click [New](#) in the top blue bar.

Participants (72288) (1/1) Save **New** Cancel Actions Help

Name

Arkansas Alumni Association Inc. #70170

Participant ID 70170 Arkansas Alumni Association Inc.

Participant Name Arkansas Alumni Association Inc.

Last **Prefix** ▼

First **Suffix** ▼

Middle

Sort Name ARKANSAS ALUMNI ASSOCIATION INC.

Salutation Friends of the University of Arkansa

Alternate First Name

Name Tag Arkansas Alumni Association Inc.

Tent Card Arkansas Alumni Association Inc.

Fee Package 0 ▼

VIP

Couple With 0 ▼

Guest 0 ▼

Guest Relation ▼

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4. Enter the Participant Name and any other relevant information.
5. Choose the Guest box **Guest**.
6. Use the drop-down box to choose Guest of (in this case Arkansas Alumni Association.)
7. Use the Guest Relation drop-down if needed.

RSVP/Registration Actions

Arkansas Alumni Association Inc. #70170
2017 (August) Outstanding Faculty Luncheon #2519

Reg ID	179409	Fee Amt	0.00
Status	RSVPed/Registered	Paid Amt	0.00
Participants	1	Balance	0.00

Participants (1)
[Registration Detail](#)

Participants (72288) (2/2) Save Cancel Actions Help

Name

Arkansas Alumni Association Inc. #70170

Participant ID

Participant Name

Last **Prefix**

First **Suffix**

Middle

Sort Name

Salutation

Alternate First Name

Name Tag

Tent Card

Fee Package

VIP

Couple With

Guest

Guest Relation

8. Click **Save** from the blue bar.

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9. Wendy Arby will now appear under Arkansas Alumni Association.
10. Return to the Event page.

Event		Actions	Print
2017 (August) Outstanding Faculty Luncheon #2519			
Type	Awards and Honors	Venue	Arkansas Union Ballroom
Status	Active	Start Date	08/11/2018 8:00 AM
Stage	Invitation	Stop Date	08/11/2018 7:00 PM
Purpose	Appreciation/Recognition		
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	59	Planned Participants	59
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	58	Participants No Show	0
Participants Walked Up	0		
Total in Attendance			58

How to Add Non-Advance Entities to an Event

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NOTE: THE FOLLOWING STEPS ARE NOT REQUIRED IF ALL ATTENDEES HAVE ALREADY BEEN RECORDED AS PARTICIPANTS

11. Select [Participation Update](#) from the Nav Tree.
12. Select the [checkboxes](#) beside the attendees that need to be made Participants.
13. Change the [New Participation Status*](#) to [Attended \(with prior registration\)](#) or [Walk-up](#).
14. Click [Update](#) from the blue bar.

Mass Update Participation Status Actions Print

2017 (August) Outstanding Faculty Luncheon #2519

New Event

Type	Awards and Honors	Venue	Arkansas Union Ballroom
Status	Active	Start Date	08/11/2018 8:00 AM
Stage	Invitation	Stop Date	08/11/2018 7:00 PM
Purpose	Appreciation/Recognition		

New Participation Status* Attended (with prior registration)

Participation Status Filter

Participants (96090) (59) Update Actions Help

<input type="checkbox"/>	Reg ID	Name	Participation Status
<input type="checkbox"/>	179408	#	Attended (with prior registrati...
<input type="checkbox"/>	179402	A	Attended (with prior registrati...
<input checked="" type="checkbox"/>	179409	A	Attended (with prior registrati...
<input type="checkbox"/>	179373	A	Attended (with prior registrati...
<input type="checkbox"/>	179371	M	Attended (with prior registrati...
<input type="checkbox"/>	179381	M	Attended (with prior registrati...
<input type="checkbox"/>	179380	M	Attended (with prior registrati...
<input type="checkbox"/>	179400	D	Attended (with prior registrati...
<input type="checkbox"/>	179388	C	Attended (with prior registrati...
<input type="checkbox"/>	179372	M	Attended (with prior registrati...
<input type="checkbox"/>	179385	F	Attended (with prior registrati...
<input type="checkbox"/>	179365	D	Attended (with prior registrati...
<input type="checkbox"/>	179398	E	Attended (with prior registrati...
<input type="checkbox"/>	179390	M	Attended (with prior registrati...

How to Add Non-Advance Entities to an Event

Ver. 1.0

17 January 2018

15. Click OK to the Mass Status Update request.

