Ver. 1.1

3/5/2019

Attendees sometimes cancel their reservations or attendance to an event. This is the process to use in order to record that cancellation.

- 1. Log in to Advance.
- 2. Use the Lookup tool to find your Event. (See How to Lookup an Event.)

Lookups			Actions	
1. Choose a template (optional)		Event 🔻		
2. Select results format*		Event Lookup List		
3. Select output type*		Display results	•	
4. Select additional criteria from page tree (optional)				
5. Enter criteria b	elow and click Searc	1		
View Criteria Clear				
Event			Help 🕥	
Event Name	Begins with			
Event ID	Equal 🔻	2484 Q Wichita Chapter Watch Party (vs.		
		South Carolina)		
Active	Equal 🔻	(all)		
Туре	Equal 🔻	(all)		
Status	Equal 🔻	(all)		
Start	Equal 🔻			
Stop	Equal 🔻			

3. Open your Event.

Ver. 1.1

3/5/2019

4. Click on Registration Update in the Nav Tree.

Event	Event		Actions	<u>P</u> rint	
	Wichita Chapter Watch Part	ty (vs. South Carolina) #2484			
Overview	Type Chapter Event	Venue Wichita, KS			
Detail	Status Completed	Start Date 10/07/2017 7	7:00 PM		
Event Tree	Purpose Alumni Relations	Stop Date 10/07/2017 9	000 PM		
Codes	URL				
Clone	Invitations Overview				
Fees 1			<u>A</u> ctions	Help	-
Gifts	Invitation Count	0 Invitee Count			0
Honorees	Invitation Declined Count	0 Invitee Declined Count			ŏ
Invitations	Invitation No Response Count	0 Invitee No Response Count	:		0
Manage Wait Lists	RSVP/Registration Overview		Actione	Help	\odot
Mass Assign			Actions	Пер	,
Mass Refund	RSVPs/Registrations	11 Planned Participants			11
Mass Registration	RSVPs/Registrations Cancelled	0 Cancelled Participants			0
Organizers :	Registration Fees & Gifts Overv	iew	Actions	Help	-
Participants .1			Actions	Ticip	
Participants (Cancelle I)	Fees	0.00 Due			0.00
Participation Update	Paid	0.00 Gifts			0.00
Payments	Planned Participation Overview		Actions	Help	\odot
RSVPs/Registrants 11			Pedona	Ticib	
Registrations (Cancelled)	Participants Attended	11 Participants No Show			0
Registration Update	Participants Walked Up	0			
AWC Registrations		Total in Attendance			
Resources		11			
Sponsors					
Tasks					
Vol/Staff					

Ver. 1.1

3/5/2019

NOTE: In This Example Entity Names Have Been Removed For Their Privacy.

5. Click the check boxes of the Entities who needed to cancel.

Mass Up Jate Registration Status					
Wichit	Wichita Chapter Watch Party (vs. South Carolina) #2484				
Type Status		Chapter Event Completed	Venue Start Date	Wichita, KS 10/07/2017	
Stage		Post-Event Revie	w Stop Date	10/07/2017	
Purpose URL	• //	Alumni Relations			
New Registration Status*					
Registra	tion Statu	IS Filter All	T		
Regi	strants (11)		Update <u>A</u> ctions <u>H</u> elp	-
	Reg ID	Na	ne	Registration Statu	s
	79942	Removed For Privacy		RSVPed/Registered	
	79943			RSVPed/Registered	
	79944			RSVPed/Registered	
	79945			RSVPed/Registered	
	79946			RSVPed/Registered	
	79947			RSVPed/Registered	
	79948			RSVPed/Registered	
	79949			RSVPed/Registered	
	79950			RSVPed/Registered	
	79951			RSVPed/Registered	
	79952			RSVPed/Registered	
				-	

Ver. 1.1

3/5/2019

6. Change the New Registration Status* to Cancelled (C).

stration Status		<u>A</u> ctions <u>P</u> rint	
Party (vs. Sou Chapter Event Completed Post-Event Review Alumni Pelations	th Carolina) Venue Start Date Stop Date	#2484 Wichita, KS 10/07/2017 10/07/2017	
(none)	•	Clear Participation & Fees	
Cancelled (C) RSVPed/Registere	ed (G)	Update <u>A</u> ctions <u>H</u> elp	\odot
		RSVPed/Registered	
moved		RSVPed/Registered	
For		RSVPed/Registered	
rivacy		RSVPed/Registered	
	emoved For rivacy	stration Status Party (vs. South Carolina) Chapter Event Completed Post-Event Review Alumni Helations	Stration Status Actions Print Party (vs. South Carolina) #2484 Chapter Event Venue Wichita, KS Completed Start Date 10/07/2017 Post-Event Review Stop Date 10/07/2017 Alumni Relations Clear Participation & Fees (none) Image: Clear Participaticlear RSVPed/Register

- 7. Click Update.-
- 8. Click OK on Mass Update Status.

uarfayprod2.uark.edu says		
Mass Status Update - Are you sure you want to	o update 2 reg	gistration(s)?
	ок	Cancel

Ver. 1.1

3/5/2019

9. The Cancellations will now show up on the Overview and the Registrations (Cancelled) screens of the Nav Tree.