September 2015 RE Did you know?

How to tell who’s coming to a President’s Suite game or any other event

How to view all individuals who are set to attend a particular event (from the event record)

1. In Raiser’s Edge, go to the Records Module and click on “Events” from the record types.
2. Click on the “Open an Event” link to search for the Event record.
3. Choose an “Event Group” from the Event Group drop-down on the search screen. Select “President’s Suite 2015” then click “Find Now” on the right.
   NOTE: You can also search for individual events using the “Event Name” or “Event ID” fields.
4. Open the specific event from the search list by double clicking on it.

5. From the event record, go to the “Participants” tab.

6. People who are listed as “Registered” have accepted the invitation and are expected to attend.
   NOTE: To add/remove/order the columns listed on the participant tab, right click on any of the column headers and select the “Columns” option.
How to view all events and registration status for a specific individual
1. In Raiser’s Edge, search for and open the person’s constituent record.
2. Go to the “Events” tab of their record
3. Search for the Event Name and double click on the row that corresponds to it

4. From the participant record that opens, see the “Registration” field on the right.
   NOTE: You can also output the Registration field on the Event tab by right clicking any column header on the events tab and selecting the Registration field.

5. People who are marked as “Registered” are set to attend the event.