

How to download an Event attendee list

1. Click "Manage Events" from the admin menu.



 From the "Manage Events" page, select "view" next to the event that you would like to check.
 Be sure to change the search dates if the event happened in the past.

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ID	Event Article Title	Event Date	So	oction
361	August Harvard Happy Hour at Paper	08/06/2012 18:00		View Quick Memo Add "BUY Tickets Here" Link to Artis
461	Coach Tommy Amaker on the Growth of	08/07/2012 18:30	43	View Ouick Memo Add "BUY Tickets Here" Link to Arti
475	"Hurricane Hunters" w/Christian D'A	08/09/2012 18:30	19	View Quick Memo Add "BUY Tickets Here" Link to Arti
486	Volunteer with DC Central Kitchen	08/12/2012 08:45		View Ouick Memo Add "BUY Tickets Here" Link to Arti
469	Lucia di Lammermoor A Program of th	08/12/2012 16:00	8	View Quick Memo Add "BUY Tickets Here" Link to Arti
487	Ivy Singles Event at Cafe Citron	08/17/2012 18:30	3	View Ouick Memo Add "BUY Tickets Here" Link to Arti
468	Tour of Dutch group Portraits and	08/18/2012 10:30	23	View Ouick Memo Add "BUY Tickets Here" Link to Arti
464	Red Hot Patriot about the life of M	08/24/2012 20:00	10	View Ouick Memo Add "BUY Tickets Here" Link to Arti
470	August 25th Ivy Summer Indoor Tenni	08/25/2012 18:45		View Quick Memo Add "BUY Tickets Here" Link to Arti
485	Destiny of the Republic: A Tale of	08/27/2012 18:30		View Quick Memo Add "BUY Tickets Here" Link to Arti
362	September Harvard Happy Hour at Pa	09/03/2012 18:00		View Ouick Memo Add "BUY Tickets Here" Link to Arti
363	October Harvard Happy Hour at Paper	10/01/2012 18:00		View Quick Memo Add "BUY Tickets Here" Link to Arti
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3. From the View page, you can view the list of attendees, the amount of money collected and guest information.

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4. To download a list of your attendees into Excel - select "Click here" under RSVP list.

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5. Your spreadsheet will look like this:

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- 6. The RSVP list will also include membership status, guest information and answers to RSVP questions (dinner preferences, etc.)
- 7. NOTES:
 - a. If Quick RSVP was used for the event,
 there will not be a number in the "sold"
 column. This is only for tickets created in
 the store.
 - b. If an RSVP is deleted in "Manage Users", the "tickets sold" number will not decrease unless the transaction is also deleted in "Manage Store".
 - c. If a store ticket is deleted in "Manage Store", the RSVP in "Manage Events" will also need to be deleted. If the RSVP is not also deleted, the order # will say "Quick RSVP".