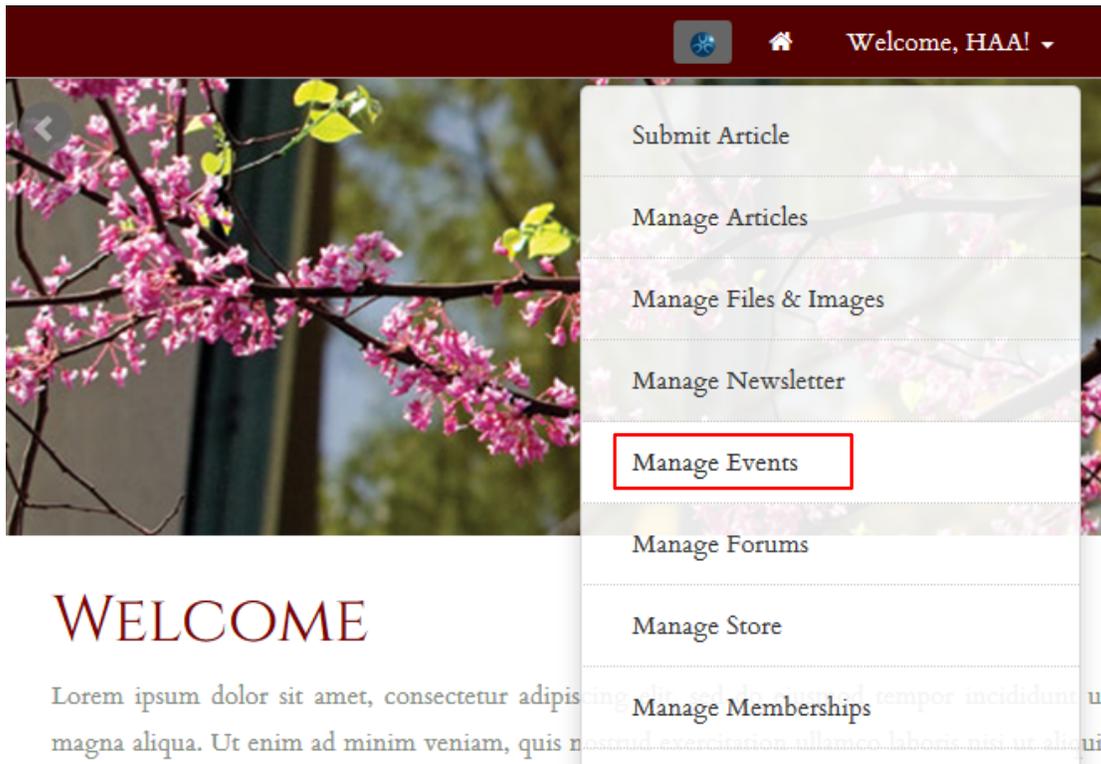


Downloading an Event Attendee List

If you publicize an event on your web site, you may sometimes need to review its associated attendance information for planning purposes, or for other reasons. Harvard’s web management system provides convenient methods for downloading event participation records, as well as other relevant data related to your event. To download an attendee list for your event, refer to the sections that follow.

1. Click the admin menu button  and select “**Manage Events.**”



The **event management** screen appears—from this screen, you can access information for both upcoming events and events that have occurred in the past.

Event Name contains:

Event Date between: and

ID	EVENT ARTICLE TITLE	EVENT DATE	SOLD	RSVP	ACTION
116	Class of 2020 Reception...	08/06/2016 11:00		9	



- Use the “**Event Name contains**” field at the upper left to search for your event. If your event has already occurred, be sure to select its timeframe from the date picker fields to the right of the search box before performing your search—otherwise, it may not be included in your search results.

The screenshot shows a search interface with the following elements:

- A search box labeled "Event Name contains:" with a red border.
- Date pickers labeled "Event Date between:" with values 2016, 7, 30, and yyyy. A dropdown menu is open showing years from 2006 to 2016, with 2008 highlighted. A red callout box points to these pickers with the text: "Use the **date picker fields** to select time ranges for past events".
- A table with columns: ID, checkbox, EVENT ARTICLE TITLE. The first row shows ID 116 and title "Class of 2020 Reception...".
- A blue button labeled "Create Multi-Event Report" with a curved arrow pointing to it from the table.

- Once you’ve located your event, click the “**gear**” icon  next to its name and select “**View**” to access its associated information:

The screenshot shows the event details view with the following elements:

- A table with columns: ID, checkbox, EVENT ARTICLE TITLE, EVENT DATE, SOLD, RSVP, ACTION. The first row shows ID 116, title "Class of 2020 Reception...", date "08/06/2016 11:00", and a gear icon in the ACTION column.
- A blue button labeled "Create Multi-Event Report" with a curved arrow pointing to it from the table.
- A dropdown menu is open from the gear icon, showing a "View" button (highlighted with a red box) and a "Quick Memo" link.

The **event summary** page appears—this page contains relevant data about your event, including a list of attendees, total ticket sales, waitlist information, and more:

Class of 2020 Reception (116)

Event Date: 08/06/2016 11:00

Total Tickets Sold:

Max Capacity for this event: Unlimited [[edit](#)]

Begin showing "Look Who's Coming List" when ticket count reaches: 1000 [[edit](#)]

QuickRSVP/Waitlist Control: QuickRSVP Enabled [[edit](#)]

Email Receipt Verbiage: Thank you for your RSVP the address is 10 Wood Stork Ct Middletown, DE 19709 [[edit](#)]

Ticket Sales...
This event does not have any linked tickets.

4. To obtain a list of event attendees in MS Excel format, select “Click here” under the “RSVP List” section of the event summary page:

RSVP List...

Parties are differentiated by a solid line and alternating shades of gray. Note red and green values for 'at-the-door upsell'.

[Click here](#) to download the Extended List of Attendees directly to Excel.

			LAST	ORGANIZATION	EMG. TEL	ORDER #	SKU
			Doane	KSG-86	3022254794	QuickRSVP	(S)
2	Maria		Ortega	ALB, 2015	6172300783	QuickRSVP	(S)

Your attendee list is exported in spreadsheet format, and appears similar to the below:

	A	B	C	D	E	F	G
1	Extended List of Attendees...						
2							
3	Event Name: Class of 2020 Reception						
4	Generated by alumni_magnet@harvard.edu at 07/31/2016 18:04						
5							
6	RSVP List:						
7	Guest ID	UID	AUX_ID	Email	Salutation	First	Last
8		1		example@aol.com		First name	Last name
9		2		example@harvard.edu		First name	Last name
10		3		example@gmail.com		First name	Last name

The list contains attendee information such as guest IDs, membership status, RSVP dates, and more.

Important Notes

Please be sure to note the following when managing RSVP functions for event transactions:

- If “Quick RSVP” is enabled, data does not appear in the “Ticket Sales” section of the event summary page, as this feature is only available for events that do not require ticket purchasing.
- If you use the tools available via the “Manage Users” menu option to cancel a user’s ticket purchase, the “Tickets Sold” count on the event summary page will **only** decrease if you also cancel the transaction within your site’s store (accessible via “Manage Store”).
- If you delete a ticket from your site’s store, you’ll also need to remove any transactional records for it from the “RSVP List” section of the event summary page. If all instances of the purchase are **not** deleted, any orders associated with the deleted ticket item will be marked “Quick RSVP” (since the ticket no longer exists).



Questions on this guide? Please post any questions to [Support Tracker](#) and the AlumniMagnet team will respond as soon as possible.