Where to Look:

**ON A CONSTITUENT RECORD**

Was constituent invited?
- Communications tab
  - Filter by Communication: Event Invitations

Did constituent RSVP or attend a specific event?
- Must refer to event record’s Registrations tab

So what’s on the Events tab of a constituent record?
- Only shows events for which an RSVP was received

What is the best place to look for a constituent’s most recent event-related activity?
- Summary tab of the constituent record

**ON AN EVENT RECORD**

Access via the Events functional area at top; double-click on colored event bar on calendar to open event record or enter keyword and click magnifying glass to search (do not use *).

Enter the name of an event

Where can I find the invitation?
- Documentation tab
  - Invitation is attached in this location so as to be visible to both UNF and university partners

I want to check RSVP for a certain constituent.
- Registrations tab
  - Type [LastName] or [*FirstName] into Registrant field, then click Apply to filter

Who is the invitee list?
- Registrations tab

Who has RSVPd, and what is their response?
- Registrations tab
  - Click Status column heading to sort by response type

Who is planning or championing this event?
- Tasks/Coordinators tab

Who attended?
- Registrations tab, Attended column
  - (input after the event)

Stages of Event Attendance:

- Invited
- Registered = RSVP received
- Attended

If **Status** displays:

<table>
<thead>
<tr>
<th>The response indicates:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered</td>
</tr>
<tr>
<td>Declined</td>
</tr>
<tr>
<td>Canceled</td>
</tr>
<tr>
<td>Will Not Attend</td>
</tr>
<tr>
<td>No Reply</td>
</tr>
</tbody>
</table>
Anatomy of an Event Record:

**Event title at top; upper summary section provides event overview**

**Event date:** 1/29/2018  
**Site:** University of Nebraska Foundation; University of Nebraska Institutes  
**Lookup ID:** 18DWFIDDDC  
**Location:** The Fort Steakhouse Washington D.C.  
**Room/Unit:**  
**Coordinator:** Bouger, Admiral Annie E.  
**Category:** UNF

**Event expenses**
- Expense budget: $0.00  
- Agreed expenses: $249.00  
- Amount paid: $189.50  
- 0% of budget  

**Event capacity**
- Event capacity: 0  
- Will attend: 48  
- Will not attend: 1  
- 0% of capacity  

**Suggested tab order for event records (drag and drop to reorder):**

- Total Number of Registrants (Invitees)

**Registrations**

<table>
<thead>
<tr>
<th>Type</th>
<th>Registrant</th>
<th>Status</th>
<th>Attended</th>
<th>Online registrant</th>
<th>Balance</th>
<th>Host</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bounds</td>
<td>Will not attend</td>
<td>No</td>
<td>$0.00</td>
<td>Smith, Adrian M.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hank</td>
<td>Registered</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Smith, Robert</td>
<td>Invitation</td>
<td>Will not attend</td>
<td>No</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Austin, Powers</td>
<td>Invitation</td>
<td>Registered</td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Badminton, Cham P.</td>
<td>Invitation</td>
<td>Registered</td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

*RSVPs are in Status column; click the heading to sort and group similar attendees.*

A blue diamond next to a name indicates this person is a host and is bringing one or more guests.  

Guests are noted in the farthest right column titled Host.

**Searching for one particular RSVP? Enter either [LastName] or [*FirstName] then click Apply filter. Don’t forget to click Reset after each search.**

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