

Supplemental Reference Guide for:

## SMART QUERY: EVENT REGISTRANT EMAILS

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Anticipated Audience(s):	All
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#### **Event Registrant Emails**

This smart query allows you to view the registrants' emails for a particular event. It removes those that are marked do not email. The purpose of this smart query is to allow you to communicate with event registrants via email outside the Ali CRM system.

Running the Smart Query:

1. Go to the Analysis functional area and select Add a smart query.



2. In the **Smart Query Search** box, enter **Event Registrant Emails** in the **Name** field and click **Search**. Once the results are populated, click **Select**.

Name:	event registrant emails				
Record type:		<b>v</b>	Clear		
Results (1 ree	cord found)				
Name		Description	Record type		
Event Registr	ant Emails	Event registrants email addresses	Event		



- New Smart Query

  Parameters

  Results

  Set save options

  Event Event record:

  P

  Parameters

  Results

  Set save options

  Parameters

  Results

  Set save

  Cancel
- 3. Enter the event name or partial name and click search.

4. Select the event that you need.

Name:	17 unkaa	Site:			* P	Search
Location:		Room/Unit:				Clear
Lookun ID:						
	Only include main events					
	Include inactive					
Results (28 re	cords found)					
Lookup ID	Name		Start date 🔺	End date	Location	Contac
17UNKAAB	17 UNKAA Kearney 1967 KSC Baseball	50th Reunion	4/21/2016	4/21/2016		4
17UNKAAK	17 UNKAA Kearney CNSS Loper BB Pre	game Jan 5	1/5/2017	1/5/2017		
17UNKAAO	17 UNKAA Omaha Area Lopers After Ho	ours Jan 25 2	1/25/2017	1/25/2017		
17UNKAAC	17 UNKAA Culver City So Cal Loper Soc	ial Feb 18	2/18/2017	2/18/2017		
17UNKAAS	17 UNKAA Santa Ana So Cal Luncheon	Feb 18 2017	2/18/2017	2/18/2017		
17UNKAAT	17 UNKAA Tucson Lopers After Hours F	eb 23	2/23/2017	2/23/2017		
17UNKAAC	17 UNKAA Chandler Lopers After Hours	s Feb 24	2/24/2017	2/24/2017		
17UNKAAG	17 UNKAA Glendale Loper Luncheon Fe	eb 25	2/25/2017	2/25/2017		
17UNKAAD	17 UNKAA Dallas/Frisco Alumni Social I	March 4 2017	3/4/2017	3/4/2017		
17UNKAAK	17 UNKAA Kearney Theater April 8		4/8/2017	4/8/2017		
17UNKAAK	17 UNKAA Kearney Operation Graduati	on April 19	4/19/2017	4/19/2017		
17UNKAAE	17 UNKAA Emeriti Brunch May 31 2017		5/31/2017	5/31/2017	Holiday Inn	
•						×.

SMART QUERY: EVENT REGISTRANT EMAILS

# **C A L I C R M**

#### 5. Click the **Results** tab.

lew Smart Quer	ry					•
Parameters Re	esults Set s	save options				
Results (3 record	ds found)					<i>&gt;</i> 3
Name	Status	Constituent\Email Addresses\Email address type	Constituent\Em	Event\Event lookup ID	Event\Event name	
Mr. Frank D. Ku	Registered	Personal	amykuchera@g	17UNKAAHHOFB	17 UNKAA UNK Hom	
Mr. Lee H. Gud	Registered	Personal	d_handy@yaho	17UNKAAHHOFB	17 UNKAA UNK Hom	
Mrs. Amy L. Kuc	Registered	Personal	amykuchera@g	17UNKAAHHOFB	17 UNKAA UNK Hom	
Proves X F	vacet to CSV	Funget to Evral				
🛃 Browse 🛛 🖄 Ex	port to CSV	Kport to Excel				
7 Help					Save	Cancel

- a. From the **Results** tab you can view up to 500 records.
- b. By clicking Browse, you can navigate to the event record from the Results tab.
  - Choose the page definition of **Event Page** and click **OK**.







• The query results will create a new window at the bottom of the page and the event record will appear behind it.

Tasks #	17 UNKAA UN	2				
East Sockup ID     Convert to multi-level     went     Configure seating layout     Add team fundrasing     appeni     Update event attendance	Start date: 9/15/2017 - 5/J End rate: 9/15/2017 - 10/ Site: University of Ni at Reamey, Uni Netizasia Form UNIX Autrini As Location: UNIX Netizasia	0 PM Statue vers 00 PM Statue vers thresta Lookup ID sex- entb of 17UNKAAHHOFB telochon es Union st	Event expensis Expense budget: \$0.00 Agreed expenses: \$0.00 Amount park: \$0.00 Official budget	sees. Sees. See Event capa Will not at O's of capa	withy http: 0 10 http: http://www.second.com/ http://wwwww.second.com/ http://www.second.co	
Do not shoe event on avent calendar	1013 W 27th St Keamey, NE 68 Room/Unit: Ponderosa Contect: Min. Mantel, C	849				
A Delete event Liff Configure email alerts PaperSave	Coordinator Alm. Tricis M. D. Category: UNKAA	enburg				
Add Document(s)			11 11 11		The second s	
Show Document(s)	Tasks/Coordinators Registr	ations Speakers Expenses Option	E   Invitations   Appendis   Docum	sentation   Job Occurrence	s Lodging Options Attributes Campages Registrant Details	
Show Associated Document(s)	Coordinators (1) Q Add	f (IE) More*	Primary			
More information .	Mrs. Tricia M. Danburg	17 UNKAA UNK Homecoming	Ath. 1			
😌 View event cklendar 🟉 Menage KPIs	Tasks (0) O Add O Cop	y from 🖤 Filters 🔟 More•				
	Tiane	Owner +	Date due	(Event		
Reports						
Contra compensation						
Terent revenue						
Skortcuts						
Browne query results CI reco	rds found)					88
Prevanus record . Next reco	Vew records with: Event Page					Show query
Name	Status	Constituent/Email Addresses/Email	Constituent/Email Addresses\Email	Event/Event lookup ID	Event/Event name	
Mr. Frank D. Kuchera	Registered	Personal	amyluchera@phal.com	17UNKAAHHOEB	17 UNKAA UNK Homecoming Athletics Hall of Fame Dinner Sept 15	
Mr. Lee H. Gudmundson	Registered	Personal	d_handy@yahoo.com	17UNKAAHH-OFE	17 UNKAA UNK Homecoming Athletics Hall of Fame Dinner Sept 15	
Mrs. Arny L. Kuchera	Registered	Personal	amyluchera@gmal.com	17UNKAAHHOFE	17 UNKAA UNK Homecoming Adhletics Hall of Fame Dinner Sept 15	

- If you need to return to the query, click **Show Query**.
- c. To view the entire list, click **Export to CSV** or **Export to Excel.**
- 6. Once you've finished reviewing your results, cancel out of the New Smart Query without saving.