

Supplemental Reference Guide for:

**SMART QUERY:
EVENT REGISTRANT EMAILS**

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Anticipated Audience(s): ALL

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Table of Contents

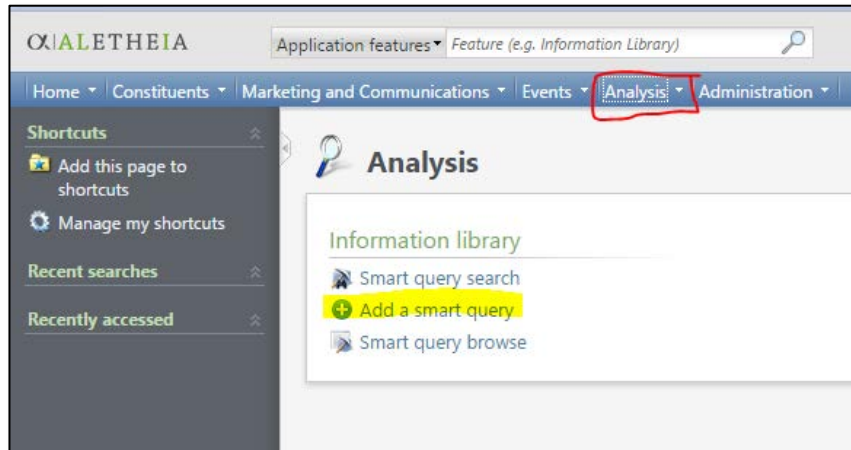
Event Registrant Emails 2
 Running the Smart Query:..... 2

Event Registrant Emails

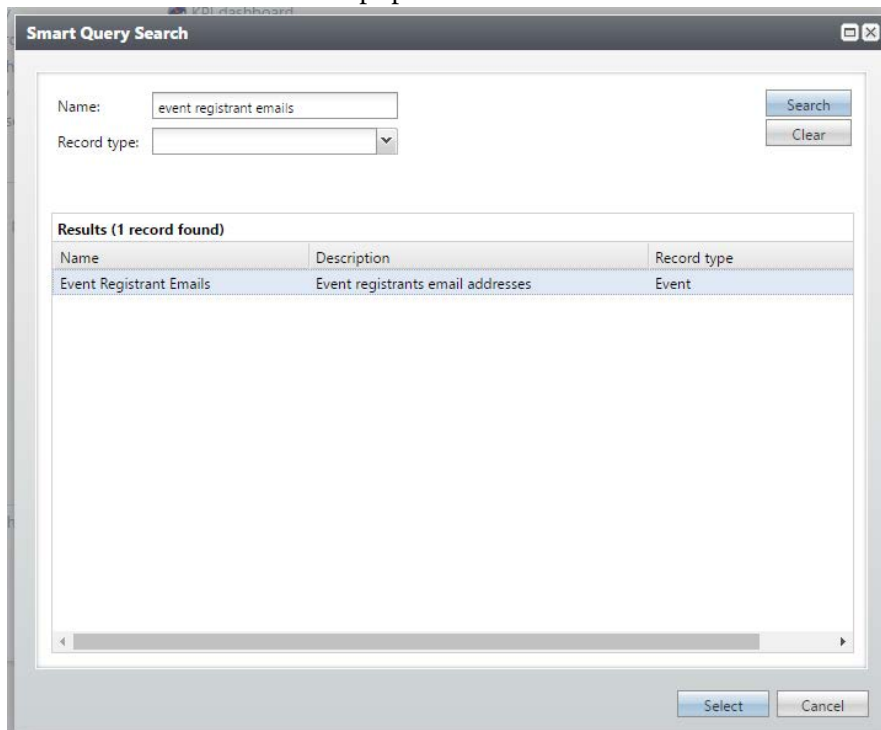
This smart query allows you to view the registrants' emails for a particular event. It removes those that are marked do not email. The purpose of this smart query is to allow you to communicate with event registrants via email outside the Ali CRM system.

Running the Smart Query:

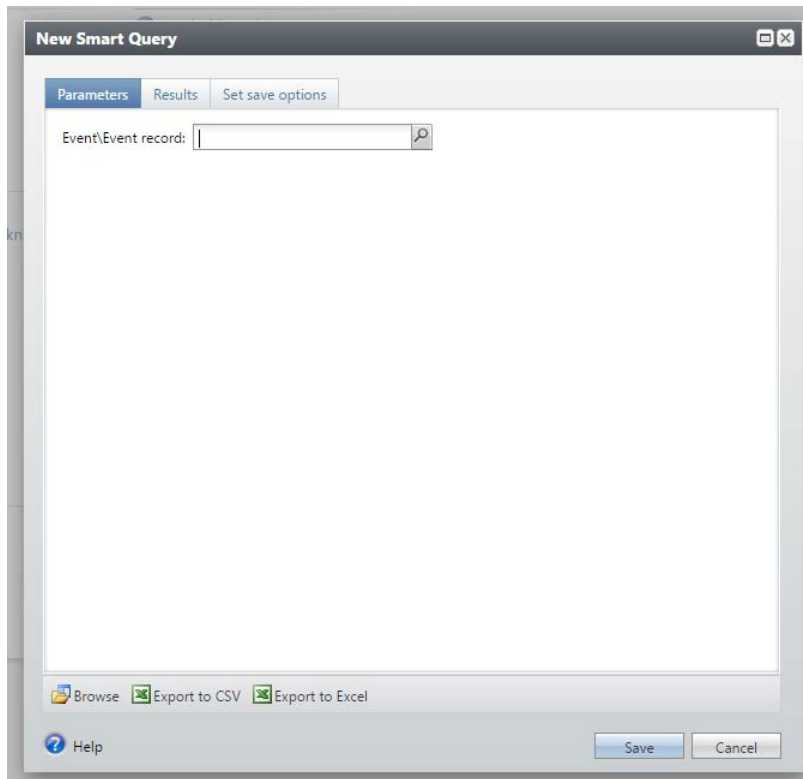
1. Go to the **Analysis** functional area and select **Add a smart query**.



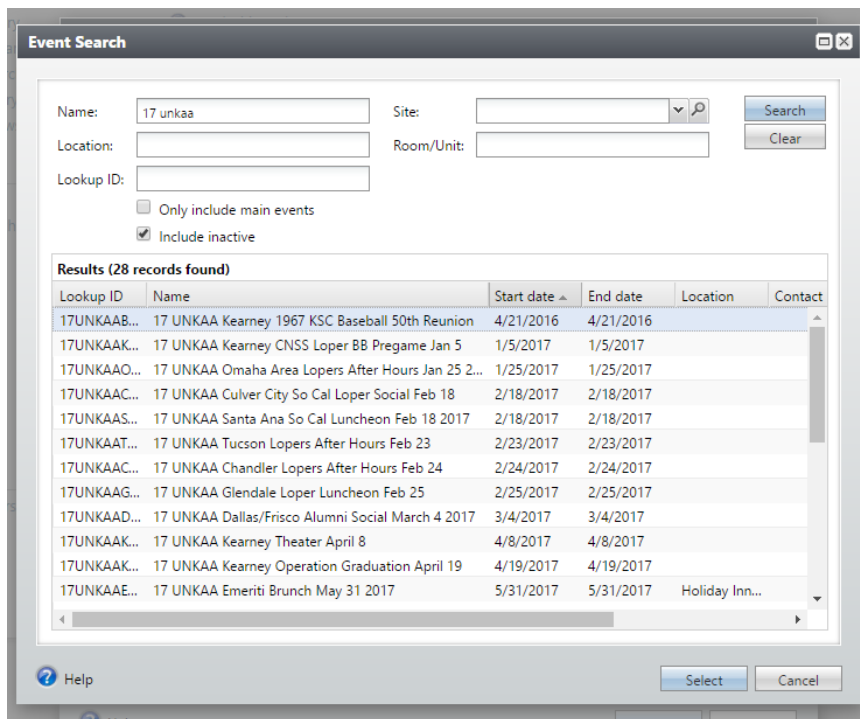
2. In the **Smart Query Search** box, enter **Event Registrant Emails** in the **Name** field and click **Search**. Once the results are populated, click **Select**.



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



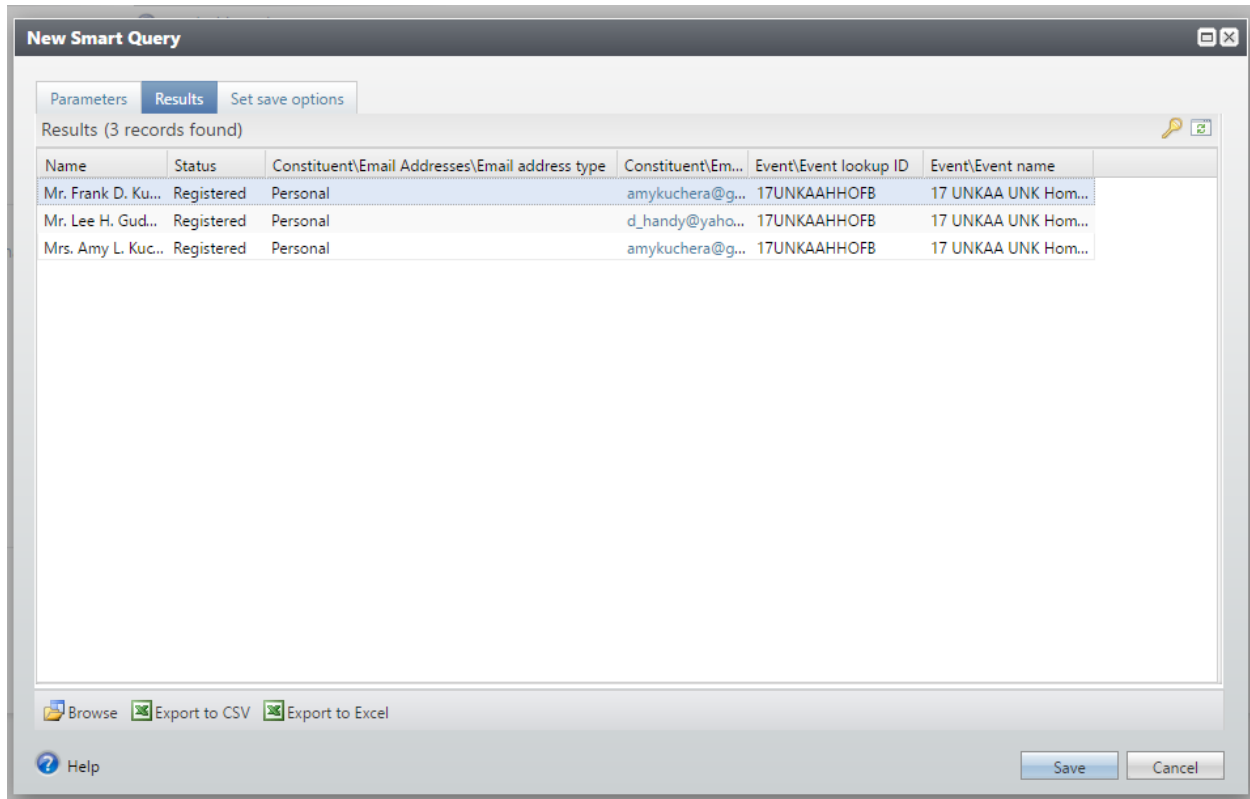
4. Select the event that you need.



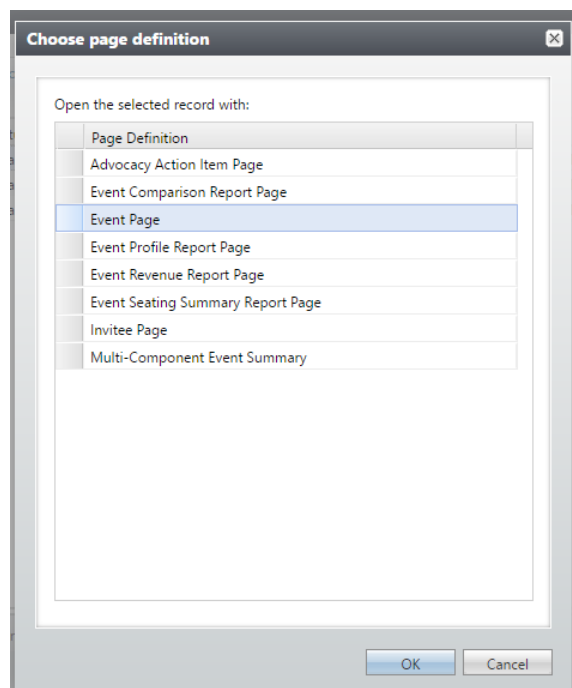
SMART QUERY:
EVENT REGISTRANT EMAILS

[jump to top](#)

5. Click the **Results** tab.



- From the **Results** tab you can view up to 500 records.
- 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.

The screenshot displays the ALI CRM interface for an event titled "17 UNKAA UNK Homecoming Athletics Hall of Fame Dinner Sept 15". The event details include:

- Start date:** 9/15/2017 - 5:30 PM
- End date:** 9/15/2017 - 10:00 PM
- Status:** Active
- Site:** University of Nebraska at Kearney, University of Nebraska Foundation, UNK Alumni Association
- Lookup ID:** 17UNKAAHHOFB
- Locations:** UNK Nebraska Union, 1013 W 27th St, Kearney, NE 68849
- Room/Unit:** Ponderosa
- Contact:** Mrs. Marcia L. Gugelman
- Coordinator:** Mrs. Tricia M. Darburg
- Category:** UNKAA

Financial metrics are shown as progress bars:

- Event expenses:** Expense budget: \$0.00, Agreed expenses: \$0.00, Amount paid: \$0.00, 0% of budget.
- Event capacity:** Event capacity: 0, Will attend: 10, Will not attend: 0, 0% of capacity.

Below the event details is a navigation bar with tabs: Tasks/Coordinators, Registrations, Speakers, Expenses, Options, Invitations, Appeals, Documentation, Job Occurrences, Lodging Options, Attributes, Campaigns, Registrant Details. The "Coordinators" tab is active, showing a list with one entry: Mrs. Tricia M. Darburg, 17 UNKAA UNK Homecoming Ath... (Primary).

At the bottom, a "Browse query results" window is open, displaying a table of records:

Name	Status	Constituent Email Address(es)	Constituent Email Address(es)	Event/Event lookup ID	Event/Event name
Mr. Frank D. Kuchera	Registered	Personal	amykuchera@gmail.com	17UNKAAHHOFB	17 UNKAA UNK Homecoming Athletics Hall of Fame Dinner Sept 15
Mr. Lee H. Gudmundson	Registered	Personal	vl_handy@yahoo.com	17UNKAAHHOFB	17 UNKAA UNK Homecoming Athletics Hall of Fame Dinner Sept 15
Mrs. Amy L. Kuchera	Registered	Personal	amykuchera@gmail.com	17UNKAAHHOFB	17 UNKAA UNK Homecoming Athletics 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.