Supplemental Reference Guide for:

**SMART QUERY:**
**EVENT REGISTRANT EMAILS**

Authoring Department: ADVANCEMENT SERVICES

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

   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.

• 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.