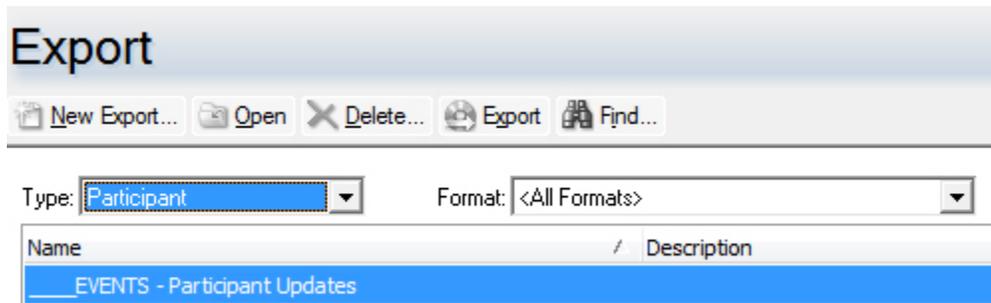
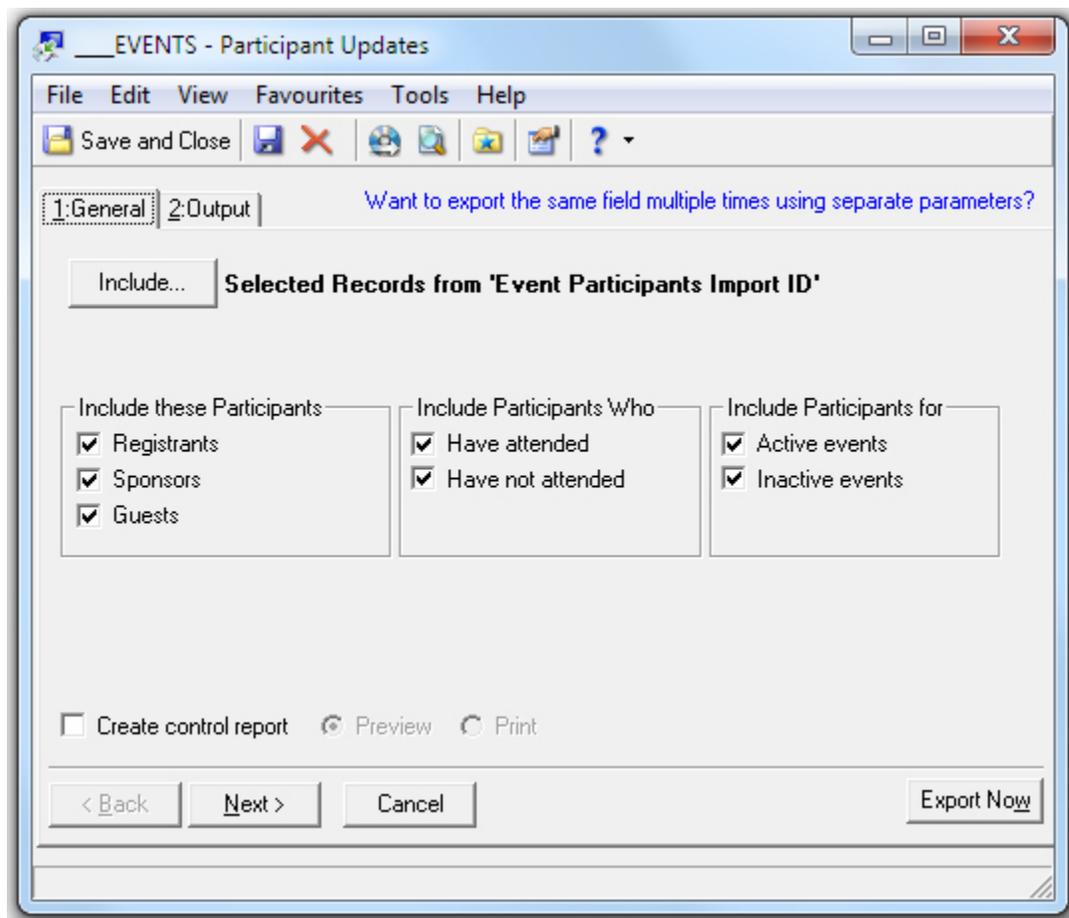


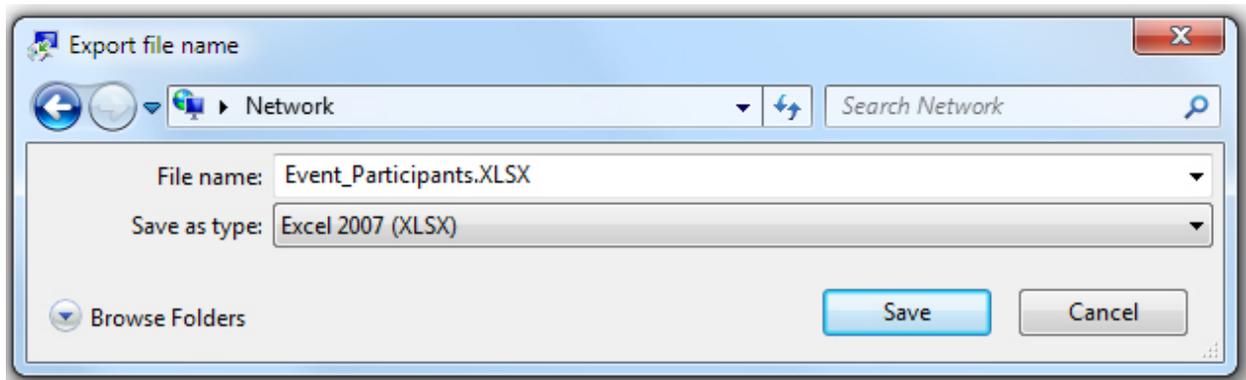
- 1) To begin, sign in to the Raiser's Edge and export the attendance list by selecting the '**EVENTS – Participant Updates**' export after filtering on the 'Participant' export type.



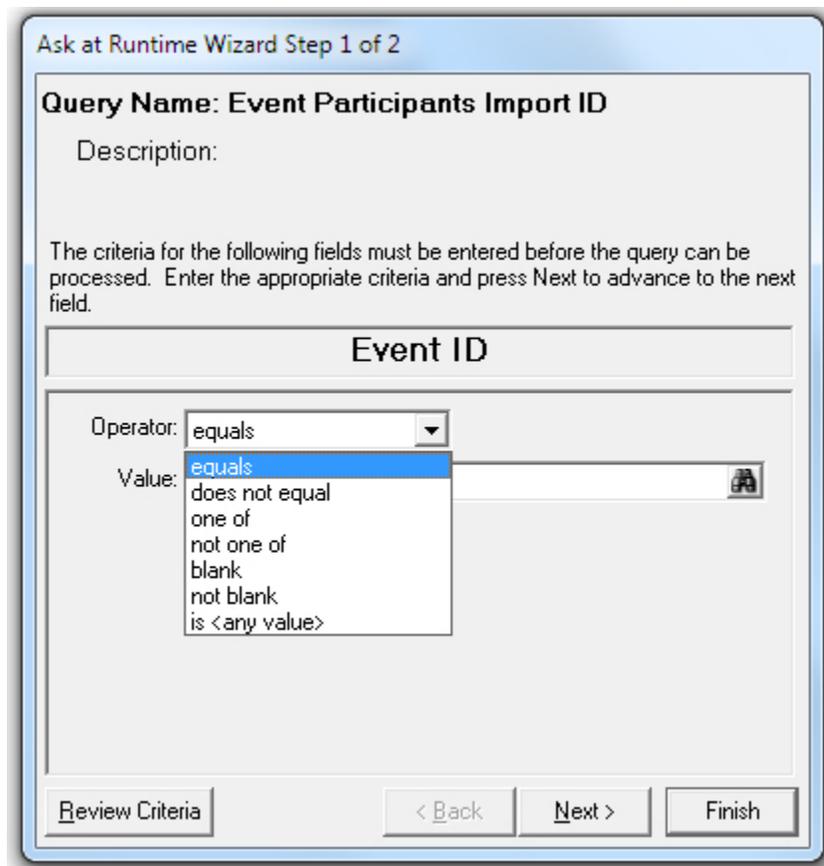
- 2) Select your export options (check boxes) and click the 'Export Now' button.



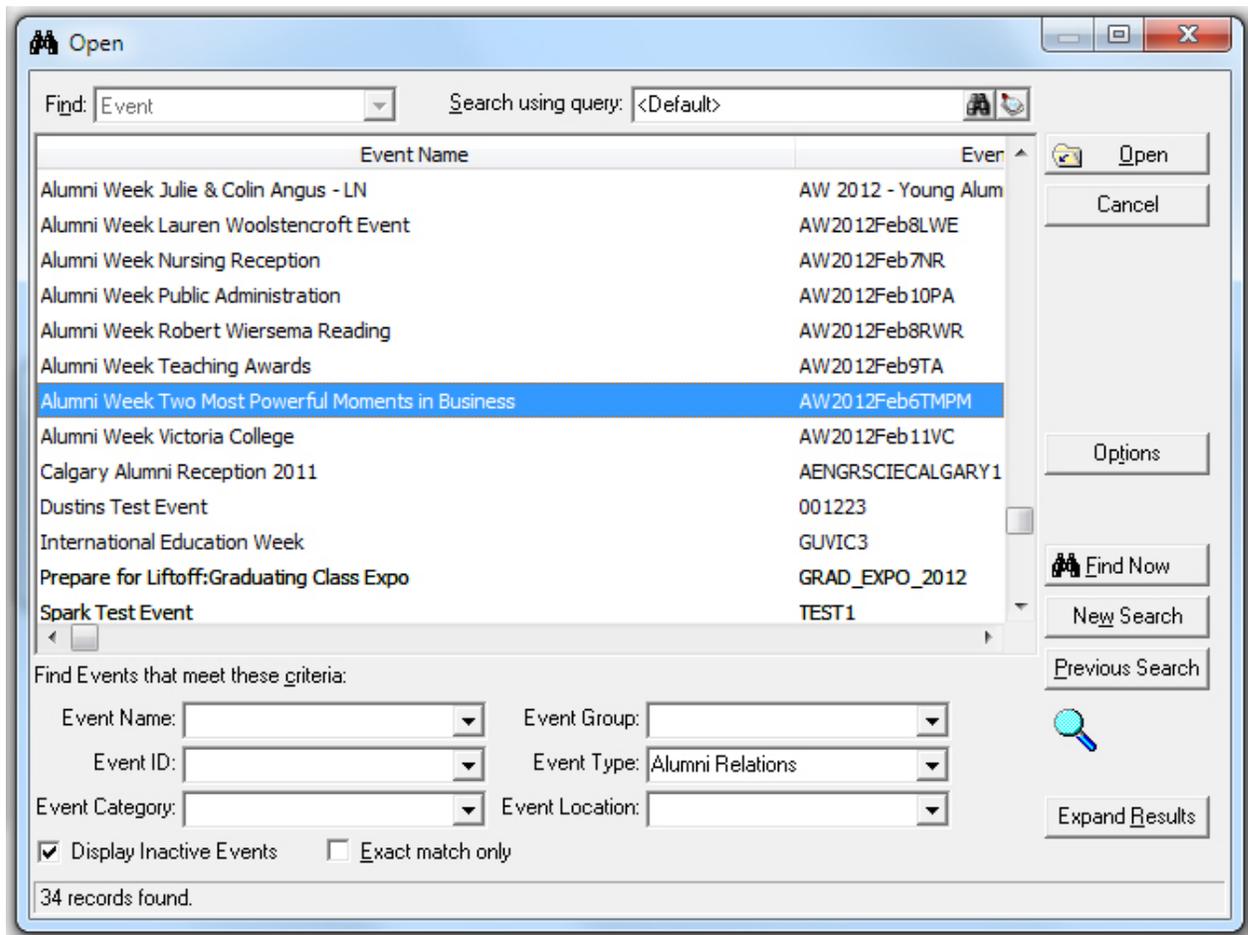
- 3) Select a secure network location to save your attendance list. Do not store this on your local hard drive. You will delete this list after it has been imported into Raiser's Edge (final step.)



- 4) You will be prompted to select the event. Choose 'equals' from the 'operator' menu and then click on the binoculars icon.



- 5) Search for the event by entering the event name, event type, or other search criteria. Highlight the event and click the 'Open' button.



- 6) Click the 'Finish' button.

Ask at Runtime Wizard Step 1 of 2

**Query Name: Event Participants Import ID**

Description:

The criteria for the following fields must be entered before the query can be processed. Enter the appropriate criteria and press Next to advance to the next field.

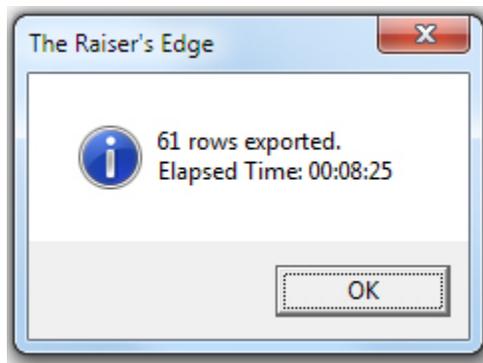
**Event ID**

Operator: equals

Value: AW2012Feb6TMPM

Review Criteria    < Back    Next >    Finish

- 7) The export will start. When complete you will see a message like this:



8) Your attendance list will look similar to the following sample. Note that there are three fields that you may wish to update as you track attendance:

- a. 'Prt\_Attended' (mark TRUE if participant attended the event)
- b. 'Prt\_Response' (optional field, see next step for usage)
- c. 'Prt\_Registered' (see next step for usage)

**Do not make changes to or remove the 'Prt\_Import\_ID' field.**

	A	B	C	D	E	F	G	H	I
1	Prt_Import_ID	Prt_First_Name	Prt_Last_Name	Prt_Attended	Prt_Response	Prt_Registration	PrtCnBio_ID	PrtAdrPh_1_01_Phone_number	PrtEv_Event_ID
2	00001-587-0000001546	Sara	Smyth	FALSE		Registered	V00	Kinman_lam@yahoo.com	AW2012Feb6TMPM
3	00001-587-0000001531	Arpal	Dosanjh	TRUE		Registered	V00	asd@lawgm.com	AW2012Feb6TMPM
4	00001-587-0000001554	Mark	Colgate	TRUE		Registered	V00	colgate@uvic.ca	AW2012Feb6TMPM

9) Please refer to the Registrant form from the Raiser's Edge event management screen shown below to see where changes to your report will be updated in Raiser's Edge when list is imported.

The 'Prt\_Attended' field in your report will update the 'Participant has attended' checkbox.

The 'Prt\_Response' field will update the 'Response' menu.

The 'Prt\_Registered' field will update the 'Registration' menu.

The screenshot shows the 'AAA (Registrant)' form in Raiser's Edge. The 'General' tab is selected, showing fields for Solicitor, Participation, Status, Invite?, Response, and Registration. The 'Registration' field is set to 'Registered'. The 'Seating' section shows 'Seat: Not yet assigned' and 'Do not seat this Participant' is unchecked. The 'Sponsored by' field is empty. The 'Participant has attended' checkbox is checked. The 'NetCommunity registration' checkbox is also checked. The 'Other' button is visible at the bottom right, along with the date '23/03/2012'.

10) Please submit your attendance list to [extadmin@uvic.ca](mailto:extadmin@uvic.ca) with a subject line including the following text:

EVENT UPDATE – Attendance List (Event Name)

Your attendance list will be imported into the Raiser's Edge database with the updated values.