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.

👰EVENTS - Participant Upda	ates			
File Edit View Favourites	Tools Help			
📑 Save and Close 🚽 🗙 🤮) 🔯 📾 🚰			
I:General 2:Output Want to export the same field multiple times using separate parameters?				
Include Selected Records from 'Event Participants Import ID'				
Include these Participants Registrants Sponsors Guests	 Include Participants Who ✓ Have attended ✓ Have not attended 	Active events		
□ Create control report Preview Print < <u>B</u>ack <u>Next</u> > Cancel < <u>B</u> ack <u>Next</u> >				

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.)

👰 Export file name	×
C V V V V	twork
File name:	Event_Participants.XLSX 🔹
Save as type:	Excel 2007 (XLSX)
Browse Folders	Save Cancel

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

Ask at Runtin	ne Wizard Step 1 of 2					
Query Name: Event Participants Import ID						
Descript	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:	does not equal					
	one of not one of					
	blank not blank					
	is <any value=""></any>					
Beview Crite	ria < <u>B</u> ack <u>N</u> ext > Finish					

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

🚧 Open						
Find: Event Search u	ising query: <default></default>	A 😺				
Event Name		Ever 🔺	🔄 <u>O</u> pen			
Alumni Week Julie & Colin Angus - LN		AW 2012 - Young Alum	Cancel			
Alumni Week Lauren Woolstencroft Event		AW2012Feb8LWE				
Alumni Week Nursing Reception		AW2012Feb7NR				
Alumni Week Public Administration		AW2012Feb10PA				
Alumni Week Robert Wiersema Reading		AW2012Feb8RWR				
Alumni Week Teaching Awards		AW2012Feb9TA				
Alumni Week Two Most Powerful Moments in Business		AW2012Feb6TMPM				
Alumni Week Victoria College		AW2012Feb11VC	Options			
Calgary Alumni Reception 2011						
Dustins Test Event		001223				
International Education Week	International Education Week GUVIC3					
Prepare for Liftoff:Graduating Class Expo	Prepare for Liftoff:Graduating Class Expo GRAD_EXPO_2012					
Spark Test Event		TEST1 TEST1	Ne <u>w</u> Search			
		•	Previous Search			
Find Events that meet these <u>criteria</u> :						
Event Name:	Event Group:	•				
Event ID:	Event Type: Alumni Relations	-	•			
Event Category: Ev	ent Location:	•	Expand <u>R</u> esults			
✓ Display Inactive Events ☐ Exact match only						
34 records found.						

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					
<u>Review Criteria</u> < <u>Back</u> <u>Next</u> > 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.

1	A	В	С	D	E	F	G	Н	I. 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.

AAA (Registrant)	×
File Edit View Participant	Tools Help
🔁 Save and Close 🔹 🛃 🍓 🔹	
Registrant: AAA	
Registered Events Not a group event	✓ <u>G</u> eneral Travel <u>Registration Fees</u> Participation <u>D</u> onations Attributes/Notes
👚 Alumni Week Two Most	Solicitor: A Invite? Invited 💌
	Participation: Response: Attending 💌 🥅
	Status: Registration: Registered 💌 🕅
	Seating Seating Seat: Not yet assigned Seating Group:
	Sponsored by: Participant has attended Participant is a coordinator VetCommunity registration
<	Awards Tags/Cards Guests Other 23/03/2012

10) Please submit your attendance list to 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.