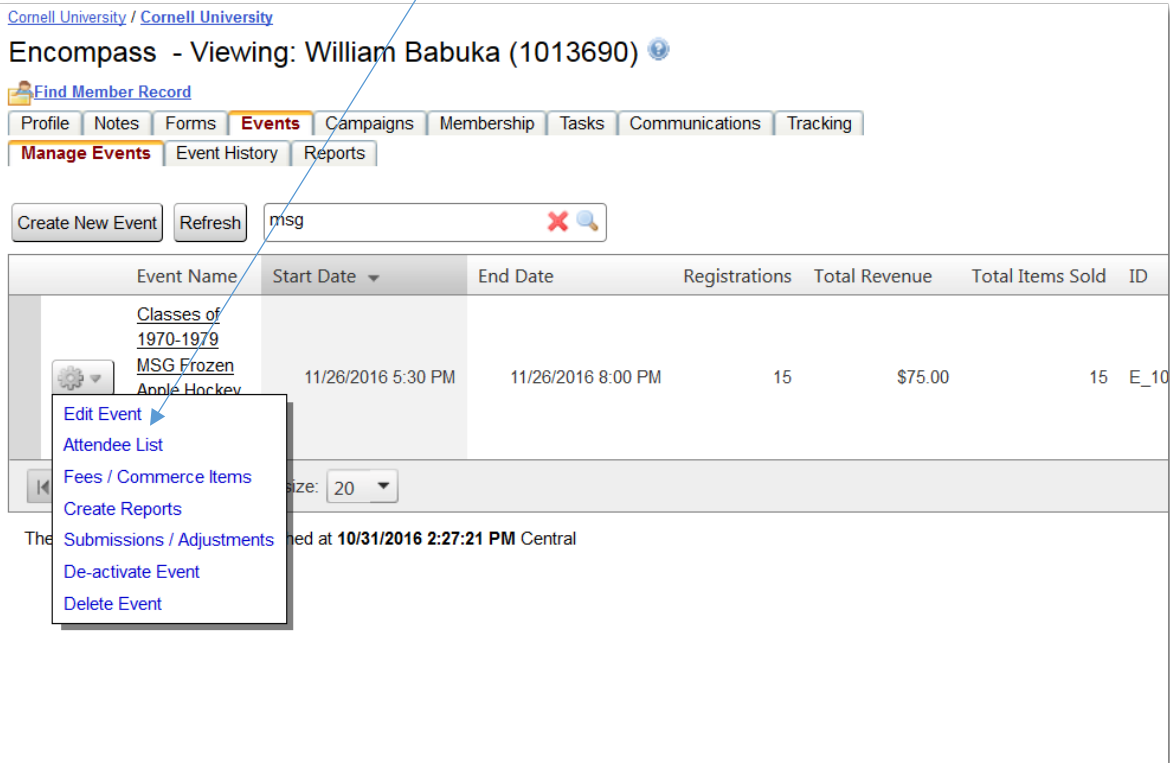


Customizing an Event Attendee List

Access the event tool, select the event, and "Attendee List"



The screenshot shows the Encompass system interface for viewing a member's record. The member's name is William Babuka (1013690). The interface includes a navigation menu with options like Profile, Notes, Forms, Events, Campaigns, Membership, Tasks, Communications, and Tracking. The 'Events' tab is active, and the 'Manage Events' sub-tab is selected. A search bar contains the text 'msg'. Below the search bar is a table of events. The table has columns for Event Name, Start Date, End Date, Registrations, Total Revenue, Total Items Sold, and ID. One event is listed: 'MSG Frozen Apple Hockey' on 11/26/2016 from 5:30 PM to 8:00 PM, with 15 registrations, \$75.00 total revenue, and 15 items sold. A dropdown menu is open over the event, showing options: Edit Event, Attendee List, Fees / Commerce Items, Create Reports, Submissions / Adjustments, De-activate Event, and Delete Event. The 'Attendee List' option is highlighted. A blue arrow points from the text above to the 'Attendee List' option in the dropdown menu.

Cornell University / Cornell University

Encompass - Viewing: William Babuka (1013690)

[Find Member Record](#)

Profile Notes Forms **Events** Campaigns Membership Tasks Communications Tracking

Manage Events Event History Reports

Create New Event Refresh msg

Event Name	Start Date	End Date	Registrations	Total Revenue	Total Items Sold	ID
Classes of 1970-1979 MSG Frozen Apple Hockey	11/26/2016 5:30 PM	11/26/2016 8:00 PM	15	\$75.00	15	E_10

size: 20

The ... ed at 10/31/2016 2:27:21 PM Central

- Edit Event
- Attendee List**
- Fees / Commerce Items
- Create Reports
- Submissions / Adjustments
- De-activate Event
- Delete Event

For the view that alumni would see, select the Member View

The screenshot shows the iModules Admin Tools interface for Cornell University. The page title is "Events - Attendee List". There are two tabs: "Admin Tool" and "Member View". The "Member View" tab is selected. Below the tabs, there is a text area for "Page Instructions" with a rich text editor toolbar. At the bottom, there are buttons for "Save Instructions", "View Attendee List", "Search", and "Manage Columns". The "Manage Columns" button is highlighted with a red box.

Select the Manage Columns button

Navigate the "Add Fields", to find the event and page (step) where the field lives

Admin Tools - Cornell University

Events - Attendee List Columns

Add Fields

- Class of 1966 Yearbook Shipment
- Class of 1979 - Broadway Show Tickets "Or
- Class of 2005 Boston Brunch
- Class of 2005 Chicago Meet-Up
- Class of 2005 NYC Brunch
- Class of 2014 Brunch (Boston)
- Class of 2014 Brunch (DC)
- Class of 2014 Brunch (LA)
- Class of 2014 Brunch (NYC)
- Classes of 1970-1979 MSG Frozen Apple H
 - Registrant
- Guests
- clg22 Mitzi Sutton Russekoff '54 Lecture
- clone of Template: Single Day 2.0

Available Fields
Click on fields to select.

Search...

- Registrant - Is Registered
- Preferred First Name
- Preferred Last Name
- Preferred Email
- Please do not show name on the attendee list
- Cost
- Total Price Paid for Cost
- Wait List for Cost
- Price Range ID forCost
- Year

Selected Fields

- Year

<< Cancel Save

https://adminlb.imodules.com/admin/index.aspx?sid=1717&gid=2&cid=902&iframe=1&fid=10764

Select the field to be displayed and save



Search the List:

Search



Member Name >	Guests	Year
Anderson, Claire (guest of Anderson, Roger)		
Anderson, Linda (guest of Anderson, Roger)		
Anderson, Roger		1978
Ashby, Judy (guest of Hoyt, Lisa)		
Decovsky, Fred (guest of Decovsky, Lenore)		
Decovsky, Lenore		1972
Ferris, Karen		1975
Gellman, Deb		1975
Gellman, Jonathan		1970
Green, Cindy		1979
Hoyt, Lisa		1979
Kirschstein (CU 1979), Bette (guest of Gellman, Jonathan)		
Rubin, Janet (guest of Sverdlik, Nancy)		
Schechter, Ed		1973
Schechter, Wendi (guest of Schechter, Ed)		
Seidman, Deb		1979
Sverdlik, Nancy		1979

The "Attendee" list will show the added field.