



### Recording Prospect and Applicant Event Attendance

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#### Description

Institutions use the Student System to set up prospect and applicant events such as open houses and campus tours. This Guide shows how you can record whether a person was invited to, attended, or failed to attend such events. The record of event attendance can be broken down still further if the event has parts such as seminars, meetings, etc.

For more detailed coverage of this subject, see the Business Process: **AR004 Event Attendance**.

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#### Navigation

**Student Recruiting > Maintain Prospects > Create/Update Prospect**

On the **Prospect School/Recruiting** tab, click the [Events](#) link.

**Student Admissions > Application Maintenance > Maintain Applications**

On the **Application School/Recruiting** tab, click the [Events](#) link.



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### Step 1: Search for the person.

The search criteria fields will be somewhat different depending on which navigation you used.

Some fields may be populated based on your User Defaults.

Enter criteria and click

If the person has more than one prospect record or application recorded for this Institution and Career, select the correct one from the Search Results list.

### F Y I

**Campus ID** is currently not used.

#### Maintain Applications

Enter any information you have and click Search. Leave fields blank for a list of all values.

##### Find an Existing Value

Application Nbr:	begins with	<input type="text"/>	
ID:	begins with	<input type="text"/>	
Academic Institution:	=	<input type="text"/>	
Academic Career:	begins with	<input type="text"/>	
Application Program Nbr:	=	<input type="text"/>	
Academic Program:	begins with	<input type="text"/>	
Admit Term:	begins with	<input type="text"/>	
Application Center:	begins with	<input type="text"/>	
Campus ID:	begins with	<input type="text"/>	
National ID:	begins with	<input type="text"/>	
Last Name:	begins with	<input type="text"/>	
First Name:	begins with	<input type="text"/>	

Include History  Correct History  Case Sensitive

[Basic Search](#)

[Save Search Criteria](#)



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**Step 2: Select Application (or Prospect) School/Recruiting tab**

**Step 3: Click the [Events](#) link**

This brings up the **Attendee Events** page.

The screenshot displays a web application interface with the following sections:

- Navigation Tabs:** Application Data, **Application School/Recruiting** (highlighted), Application Student Response
- Application Details:** Charlotte Czerny, 0539777, Academic Institution: University of Maine, Academic Career: Undergraduate, Application Number: 00328253
- School Information:** Last School Attended: 0112669 (East Grand High School), Graduation Date: 06/01/2007, School Type: Secondary, City: Danforth, State: ME, Country: USA
- Recruiting Information:** Region: DOWNEAST (Downeast Maine (+Wash, -Han)), From: School, Primary Recruiter ID: [Empty]
- Assign Region From:** Home Postal Code, School Postal Code
- Recruiting Categories:** Category: PRNT (Parent Attended), Group: Alumni
- Recruiters:** Recruiters Prompt: Recruiters, Recruiter ID: [Empty]
- Transfer To:** Education, Go
- Footer:** Save, Return to Search, Notify, Refresh, Update/Display, Include History, Correct History

A red arrow points from the 'Events' link in the 'Application School/Recruiting' tab to the 'Events' link in the 'School Information' section.



## Admission Comments

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### Step 3: Look up Event ID

This example shows events defined by several Institutions.

Click the desired event in the Search Results list.

**Attendee Events**

Event ID	Description	Short Description	Attendee	Meeting
<input type="text"/>			00000	Meeting

OK Cancel

**Look Up Event ID**

Event ID:  begins with

Event Type:  begins with

Academic Institution:  begins with

Description:  begins with

Look Up Clear Cancel [Basic Lookup](#)

**Search Results**

Event ID	Event Type	Academic Institution	Description
<a href="#">000021824</a>	<a href="#">FVDY</a>	<a href="#">UMS02</a>	<a href="#">New Applicant Campus Visit Day</a>
<a href="#">000021825</a>	<a href="#">MOHS</a>	<a href="#">UMS04</a>	<a href="#">Open House</a>
<a href="#">000021826</a>	<a href="#">FTSD</a>	<a href="#">UMS02</a>	<a href="#">First Year Registration Day</a>
<a href="#">000021827</a>	<a href="#">PASD</a>	<a href="#">UMS06</a>	<a href="#">June Admitted Student Day</a>
<a href="#">000021828</a>	<a href="#">MORI</a>	<a href="#">UMS04</a>	<a href="#">Welcome Weekend</a>
<a href="#">000021829</a>	<a href="#">OOHS</a>	<a href="#">UMS05</a>	<a href="#">November Open House</a>
<a href="#">000021830</a>	<a href="#">GFR</a>	<a href="#">UMS05</a>	<a href="#">Grad Recruitment Fair</a>
<a href="#">000021831</a>	<a href="#">NEA</a>	<a href="#">UMS03</a>	<a href="#">College Fair</a>



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### Step 4: Look up and select the meeting.

Click the **Meeting** button to bring up the **Attendee Meetings** display

On the **Attendee Meetings** page, use the Look up button to look up the meeting list. Select the desired meeting.

In the example shown, there is only one meeting defined for the November Open House event. Some events may have many parts, such as meetings, seminars, tours, etc.

**Attendee Events**

*Event ID	Description	Short Description	Attendee	Meeting
000021829	November Open House	UMOpenHse	00000	Meeting

**Attendee Meetings**

*Event Mtg	Description	Meeting Date	Meeting Start Time	Meeting End Time	Status

**Look Up Event Mtg**

Event ID: 000021829

Event Meeting Nbr: =

Description: begins with

Look Up Clear Cancel Basic Lookup

**Search Results**


Event Meeting Nbr	Meeting Date	Meeting Start Time	Description
1	11/15/2007	7:00AM	November 2007



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On the **Attendee Meetings** page, use the pull-down menu to select the **Status** of the person relative to each meeting.

More meetings can be added (assuming the event has more than one defined), by using the 

**Step 5: Click** 

This returns you to the **Attendee Events** page.

You can add more events for this person. Use the 

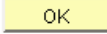
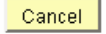

Delete events using the 

**Step 6: Click** 


This saves your work.

**Attendee Meetings**

*Event Mtg	Description	Meeting Date	Meeting Start Time	Meeting End Time	Status
1	November 2007	11/15/2007	7:00AM	3:00PM	<div style="border: 1px solid black; padding: 2px;"> <div style="background-color: #e0e0e0; padding: 2px;"> <span style="float: right;">+ -</span> </div> <ul style="list-style-type: none"> <li>Attended</li> <li>Invited</li> <li>Not Attn'd</li> <li>Will Attn'd</li> </ul> </div>

**Attendee Events**

*Event ID	Description	Short Description	Attendee	Meeting
000021829	November Open House	UMOpenHse	00000	Meeting 
			00000	Meeting 