Event Attendance

Recording Prospect and Applicant Event Attendance

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.

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.
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 Search.

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.

FYI

**Campus ID** is currently not used.
Step 2: Select Application (or Prospect) School/Recruiting tab

Step 3: Click the Events link.

This brings up the Attendee Events page.
Step 3: Look up Event ID

This example shows events defined by several Institutions.

Click the desired event in the Search Results list.
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.
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**  
**OK**

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**  
**OK**

This saves your work.