

Event Profile

Event Name:

Description:

Special Instructions:

Start Date:

End Date:

Enrollment Cutoff Date:

Registration tools available in the event

- Tools
- Activity Enrollment Summary: Select this function to view the enrollment counts for each of the activities associated with this event.
- Activity Settings Summary: Select this function to view a report showing the activity settings (start/stop showing dates, evaluations, approval requirements, etc). [Download to Excel]
- Edit Start/Stop Showing Dates: Select this function to batch-edit the start and stop showing dates
- Attendance Summary: Select this function to view a report showing the attendance and evaluation status of registered participants.
- Non-Registrant Summary: Select this function to view a report showing which users have not registered for this event.