Unite Education Program v6.2
Job Aid: 5247

See Who is Registered to Attend an Event

In Unite, there are two ways to view current registrations for an event. You can look at the event record, or you can look at a list of event-registration records on the *Registrations* marketing grid.

To look at an event record

1. Open a browser and log on to Unite.

2. On the main menu, click EVENTS.

3. On the navigation pane, click [Events] .

4. On the *Events* grid, click the event name to open the record.

    > **Note**
    >
    > You may need to sort, filter, or click **All** to see all the records in the grid.

5. Click the **Registration and attendance** tab.

6. Scroll down and look at the *Event registrations* section.

7. On the command bar, click [←] to close the record.

8. If prompted to save your changes, click [**Discard changes**] unless you made updates and want to save the record.
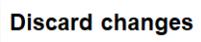
To look at event registration records on the *Registrations* marketing grid

1. Open a browser and log on to Unite.

2. On the main menu, click EVENTS.

3. On the navigation pane, click ▣ **Registrations** .

    > **Note**
    >
    > You may need to sort, filter, or click **All** to see all the records in the
    > grid.

4. In the **Event** column, click ⌄ .

5. On the menu, click ▽ **Filter by** .

6. If you do not want to use the default operator **Equals**, click ⌄ , and then select the filter
    operator you want to use.

7. In the **Please enter value** field, enter the value on which you want to filter the events.

    > **Note**
    >
    > Some operators allow you to select multiple filter values.

    > **Note**
    >
    > You can click **Clear** to reset the filter values.

8. Click **Apply** to display a list of current registrations.