Unite Education Program v10.0
Job Aid: 5602

See Who Attended an Event

In Unite, there are two ways to see who attended an event. You can look at a person record or you can look at an event record.

To look at a person record

1. Open a browser and log on to Unite.

2. On the main menu, click PEOPLE.

3. Find and open the person record.

   Note

   You can find person records by performing a search, opening a view on the *Search Results* tab, or checking the *Recents* grid. Each person name is a hyperlink to open the record.

4. In the *Activities* area, click the *Event* tab.

5. In the **Activity** column, locate the event.

   Note
   You may need to sort or filter to find the event in the grid.

6. Review the **Attended** column to see who attended.

   Note
   A check mark indicates the person attended the event.

7. Click [X] to close the person record.

To look at an event record

1. Open a browser and log on to Unite.

2. On the main menu, click EVENTS.

   > **Note**
   >
   > Unite opens a new Dynamics window.

3. On the navigation pane, click Events .

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

5. Click the *Registration and attendance* tab.

6. Scroll down and look at the *Event check-ins* section.

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

8. If prompted to save your changes, click Discard changes unless you made updates and want to save your changes.

Related resources

- 5743 – Open a Person Record

- 5247 – See who is Registered to Attend an Event