

Unite Education Program v6.4

Job Aid: 5673

## See Who Is Registered to Attend an Event Session


If you added an event to Unite and set up sessions that require registration, you can see who is registered to attend each session once the event is published.

### To see who is registered for an event session

1. Open a browser and log on to Unite.
2. On the main menu, click EVENTS.
3. On the navigation pane, click **Session Registrations**.
4. In the **Session** column, click the name of the session.

#### Note

You may need to sort, filter, or search to find the session you want.

5. On the session record, click the *Registration and attendance* tab.
6. Check the *Session registrations* box for a list of people who are registered to attend the session.
7. Click  to close the session registration record.