

Unite Education Program v10.0

Job Aid: 5246

Register a Person for an Event

When an event is added to a person record, the person is registered to attend the event. There are several ways events can be added to person records, including:

- You can invite a person to self-register using a marketing form created for the event.
- You can add an event when running an import job.
- You can add a new event registration in the EVENTS area of Unite.
- You can open and edit a person record to add an event.

This job aid provides instructions for how to open and edit a person record to add an event.



To add an event directly to 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. Click **Add Event**.
6. From the **Recruit Event** list box, select the event.

7. If you also want to indicate the person attended the event, select the **Attended** check box. Otherwise, skip this step.
8. Click  .
9. Click  to close the person record.

Related resources

- 5433 – Perform a Person Search
- 5743 – Open a Person Record
- 5247 – See who is Registered to Attend an Event