**Ada’s Tip of the Week:**  Did you know you can run an attendee report from the Invitees & Registrants Screen?

Thanks to Matt Logan for bringing this up to my attention…. I always ran them from the Reporting Tab, which is fine and you can still do that, but this option is just as quick and easy to use.

Go to your event -> Invitee Management -> Invitees & Registrants -> Select which status you want, I selected Accepted -> Checkbox under Name to select them all -> under Bulk Actions select Export   
Pick any fields you want to be included on your report and hit Confirm.   
Your report will export in excel.  That’s it!  Quick and easy!



