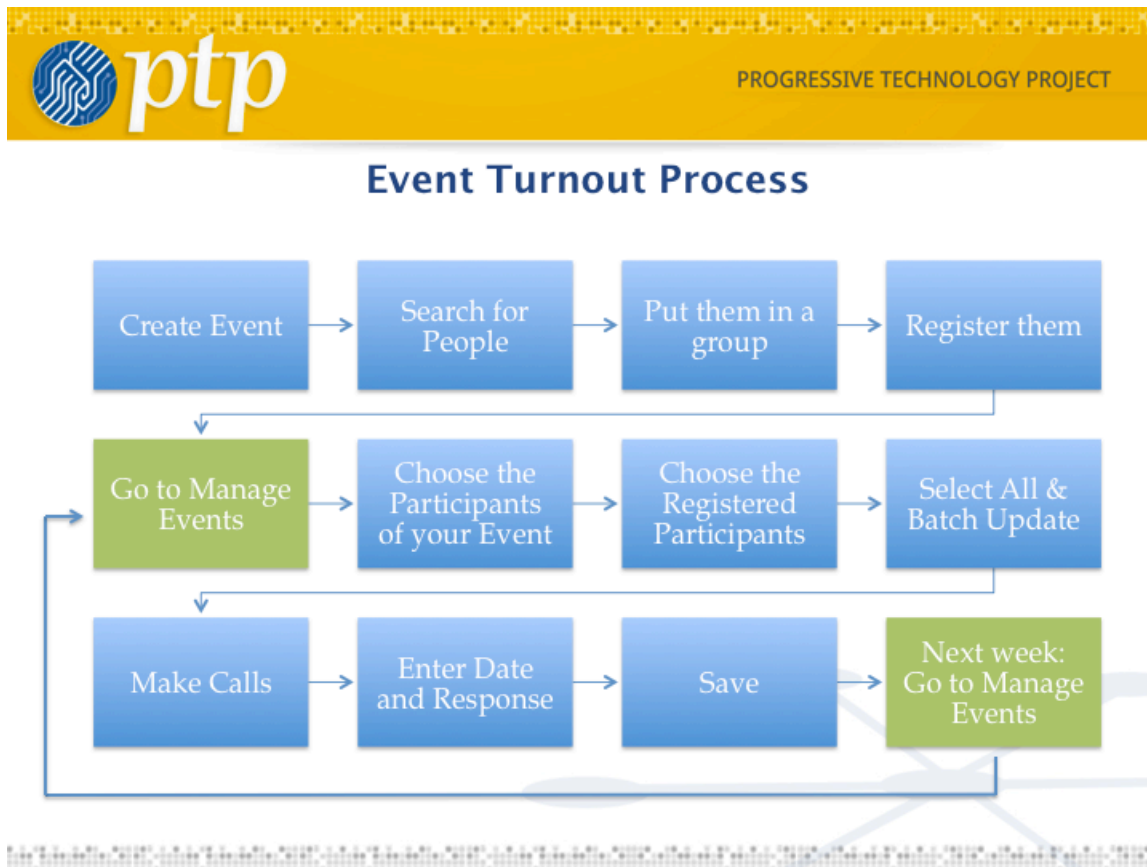## Event Turnout Process

Objective

To learn how to turn out people for an event using the event turn-out process
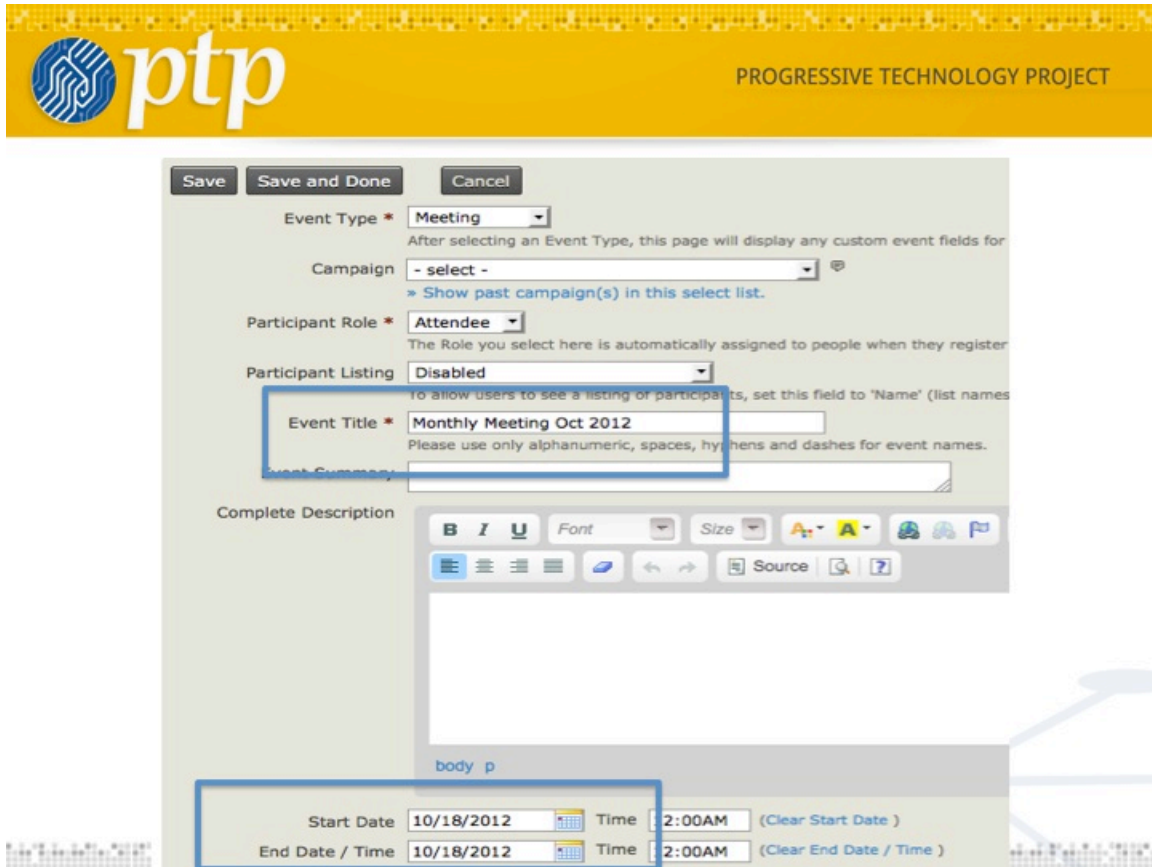
Organizers invest a lot of effort in turning people out to events. PowerBase helps track that effort, by creating a screen that shows the people you need to call, their phone number and space to track their response.

Event Turnout Process Workflow

Step-by-step instructions

1. Create event
   - Give it a name
   - Add the date to the name
   - Always add an end date

2.   Identify people you want to turnout
   - Put them in a group
   - Register them to event

3.   Go to Events -> Manage Events
- Choose the Participants link for your event
- Choose Registered

4. Batch update participants
   - Update Event Invite responses
   - Make calls
     - Set date for everyone
     - Add response

Find Participants

▸ Edit Search Criteria

287 Results

Event = Monthly Meeting Oct 2012 ...*AND*...
Participant Status IN Registered or Attended or Pending from pay later

Select Records: ○ All 287 records ● Selected records only

| Print | Batch Update Participants Via Profile ▾ | Go |

– actions –
Batch Update Participants Via Profile
Cancel Registration
Change Participant Status
Delete Participants
Export Participants
New Smart Group
Print Event Name Badges
Send Email to Contacts

Next >

☑				Fee Level	⇕ Amount	▾ Registered	⇕ Event Date(s)	
☑	👤	Ba...Oct 2012	(no fee)			October 1st, 2012	October 18th, 2012	F
☑	👤	Price, Laureen	Monthly Meeting Oct 2012	(no fee)		October 1st, 2012	October 18th, 2012	F
☑	👤	Jones, Gloria	Monthly Meeting Oct 2012	(no fee)		October 1st, 2012	October 18th, 2012	F

Batch Update for Event Participants

Batch Update Event via Profile

Select Profile * [Update Event Invite Responses ▾]

Number of selected participants: 25

[Continue >>] [Cancel]

The icon in the header copies the entry in the first row all the way down the column.

5. Use data to characterize your people
      a. Event count search looks for frequent attenders

b. Advanced search Reminder Y + Attended
    i. People you can count on coming

Event Dates

This Year

Participant Status

☑ Attended
☐ Cancelled
☐ Expired
☐ No-show
☐ Pending from incomplete transaction
☐ Pending from pay later

Participant Role

☐ Attendee
☐ Volunteer
☐ Host
☐ Speaker

☐ Find Test Participants?

☐ Find Pay Later Participants?

Fee Level

Fee Amount

From   To

Campaigns

– select –

▾ Participant Info

Childcare Needed From   To
Ride TO From   To
Ride BACK From   To
Invitation Date - From   (Clear Invitation Date - From) To   (Clear To)
Invitation Response   – select –
Second Call Response   – select –
Reminder Date - From   (Clear Reminder Date - From) To   (Clear To)
Reminder Response   Yes

…

    c. How to identify people not coming
        i. Search for no-shows or still Registered after event

Reminder checklist

☐ Create your event and put date in name

☐ Search for your group

☐ Put them in a group

☐ Register them to the event

☐ To call them: Manage Events

☐ Choose Participants (Registered ones) for your event

☐ Select All and Batch Update via Profile

☐ Select update Event Invite Responses

☐ Click Update Participants