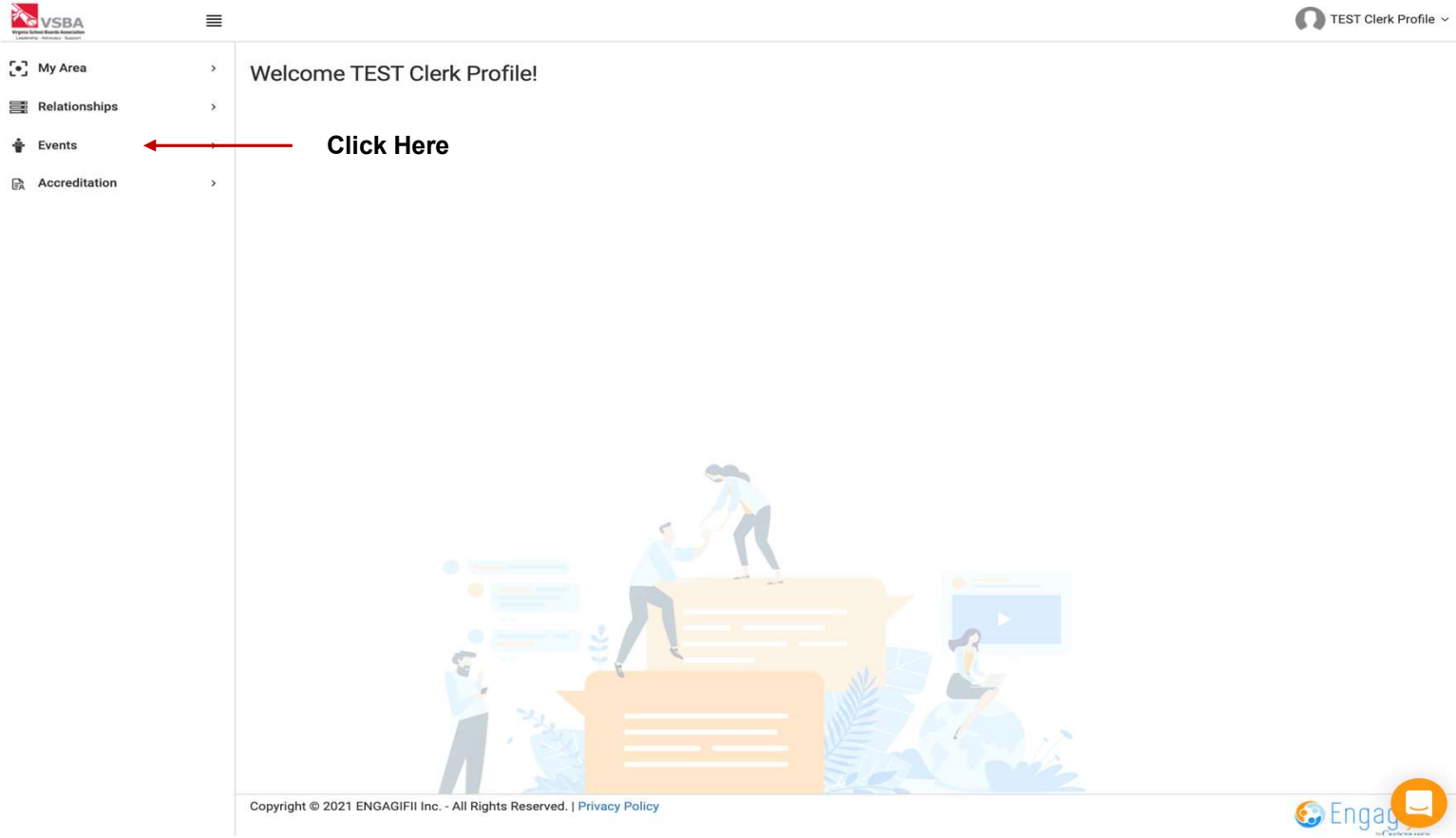


VSBA Database

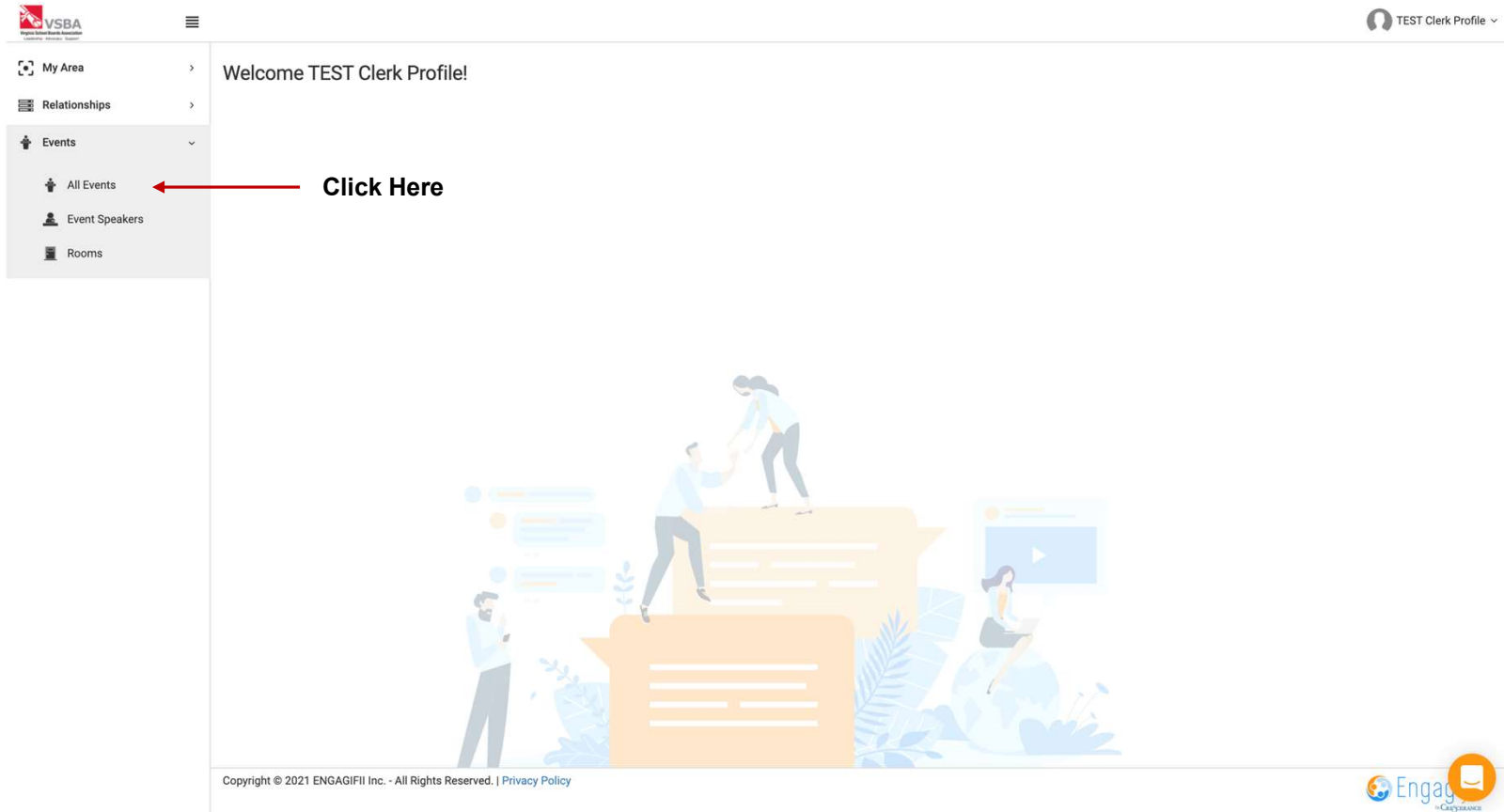
How To View If a Member is Registered For An Event

First Step:
Log into the Database, once you are logged in this is how the screen will appear, with your name. Once you log in, please select on the “events” tab.




The screenshot shows the VSBA database interface. At the top left is the VSBA logo. At the top right is a user profile icon labeled 'TEST Clerk Profile'. Below the logo is a navigation menu with four items: 'My Area', 'Relationships', 'Events', and 'Accreditation'. The 'Events' item is highlighted with a red arrow pointing to it from the text 'Click Here'. The main content area displays 'Welcome TEST Clerk Profile!'. At the bottom of the interface is a large illustration of people interacting with data and a globe, and a footer with copyright information and the Engage logo.

Next step: select the “all events” tab.



The screenshot shows the VSBA website interface. On the left is a navigation menu with the following items: My Area, Relationships, Events, All Events, Event Speakers, and Rooms. A red arrow points to the 'All Events' item with the text 'Click Here'. The main content area displays 'Welcome TEST Clerk Profile!' and a large illustration of people interacting with digital content. At the bottom left, there is a copyright notice: 'Copyright © 2021 ENGAGIFII Inc. - All Rights Reserved. | Privacy Policy'. At the bottom right, there is an 'Engage' logo with a speech bubble icon.

The screen will appear like this once you have selected the All Events tab.
Select the event you would want to view if a specific member is registered for.


TEST Clerk Profile ▾

- My Area >
- Relationships >
- Events ▾
 - All Events
 - Event Speakers
 - Rooms

Home / Events / All Events

Page [6/7] 10 of 64 Records <>

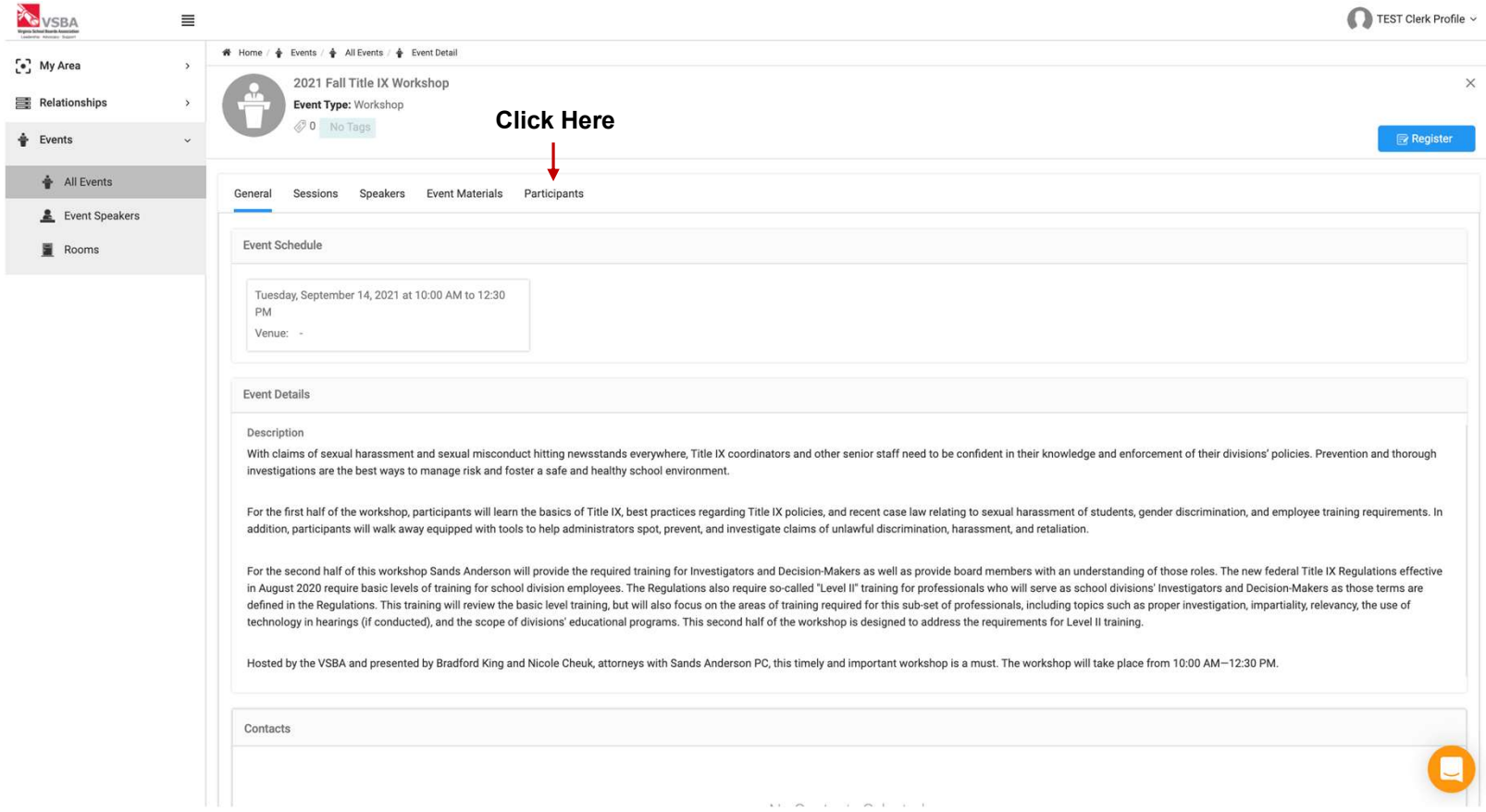
Events

Favorites	Search Events	Status	Type	Date/Time	Location	Classes	Registrants	Revenue	Tags	Register
★			Conference	FRI JUL 30, 2021 · 08:00 AM - TUE JAN 25, 2022 · 05:00 PM				-	+	Register
★			Conference	FRI JUL 30, 2021 · 08:00 AM - TUE JAN 25, 2022 · 05:00 PM				-	+	Register
★			Webinar	WED AUG 04, 2021 · 12:00 PM - 01:00 PM				-	+	Register
★			Webinar	WED AUG 04, 2021 · 12:00 PM - 01:00 PM				-	+	Register
★			Webinar	TUE AUG 10, 2021 · 12:00 PM - 01:00 PM				-	+	Register <small>Registration Not Setup</small>
★			Workshop	THU AUG 26, 2021 · 10:00 AM - 03:00 PM				-	+	Register
★			Workshop	TUE SEP 14, 2021 · 10:00 AM - 12:30 PM				-	+	Register
★			Conference	THU SEP 23, 2021 · 08:30 AM - 02:30 PM				-	+	Register
★			Workshop	WED OCT 06, 2021 · 09:00 AM - 03:00 PM				-	+	Register
★			Workshop	THU OCT 21, 2021 · 10:00 AM - 12:30 PM				-	+	Register

Previous
1
2
3
4
5
6
7
Next

Click on the event name to go into the event

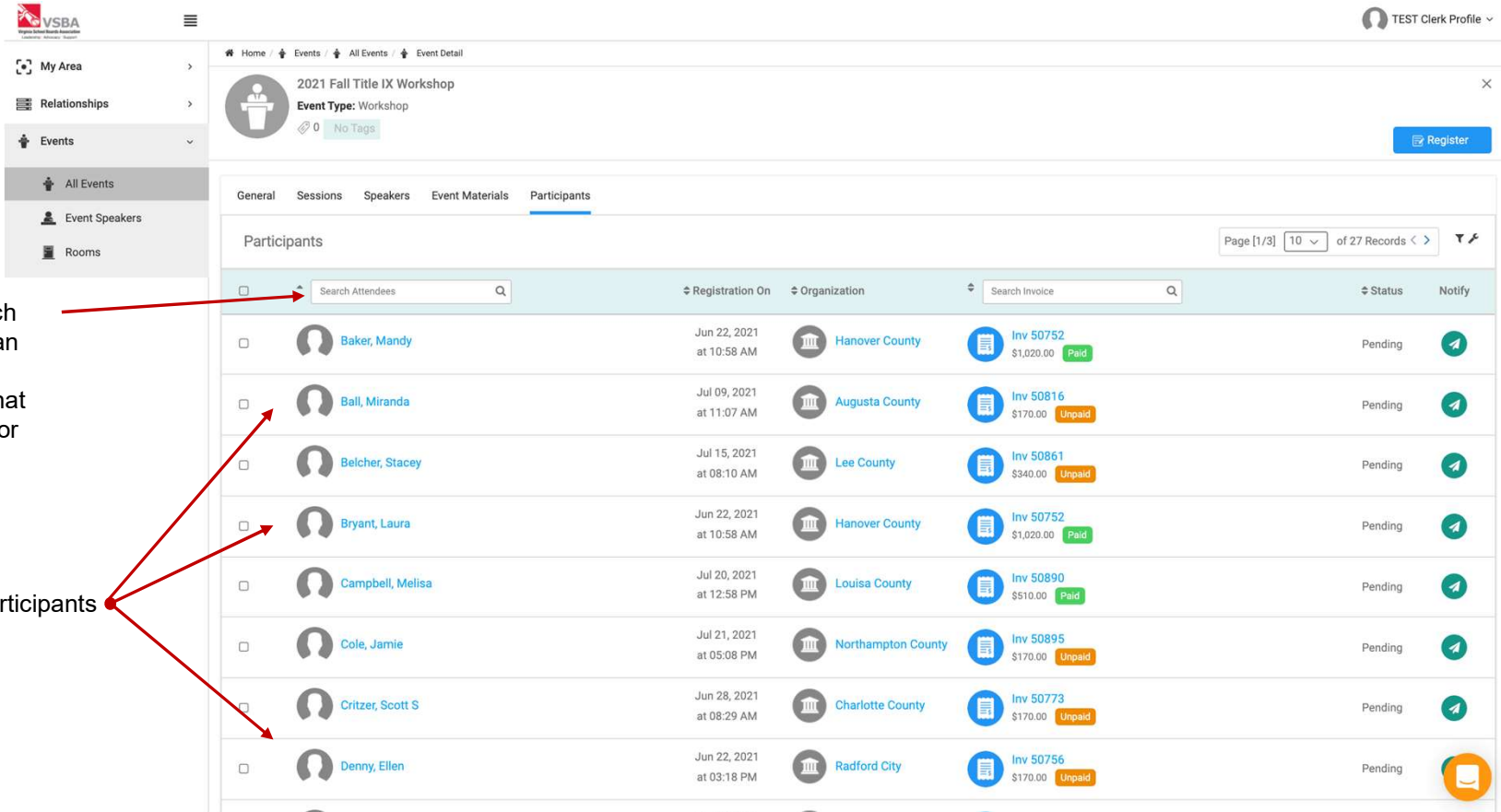
After you click on your specific event, this is how the page will appear.
In order to find the participant, you are looking for, select the “participants” tab.



The screenshot shows the VSBA website interface. On the left is a navigation menu with options: My Area, Relationships, Events (selected), All Events, Event Speakers, and Rooms. The main content area displays the event details for the '2021 Fall Title IX Workshop'. At the top of the event page, there is a header with the event title, type, and tags, and a 'Register' button. Below this is a tabbed interface with tabs for General, Sessions, Speakers, Event Materials, and Participants. A red arrow points to the 'Participants' tab with the text 'Click Here'. The 'Event Schedule' section shows the date and time: 'Tuesday, September 14, 2021 at 10:00 AM to 12:30 PM'. The 'Event Details' section contains a description of the workshop, its purpose, and the training topics. The 'Contacts' section is currently empty. A 'TEST Clerk Profile' dropdown is visible in the top right corner.

This is how the participants page will look.

Look through the list to find the specific member you are trying to find, or you can use the search functionality. Remember when searching less is more.



Home / Events / All Events / Event Detail

2021 Fall Title IX Workshop
Event Type: Workshop
0 No Tags

Register

General Sessions Speakers Event Materials **Participants**

Participants

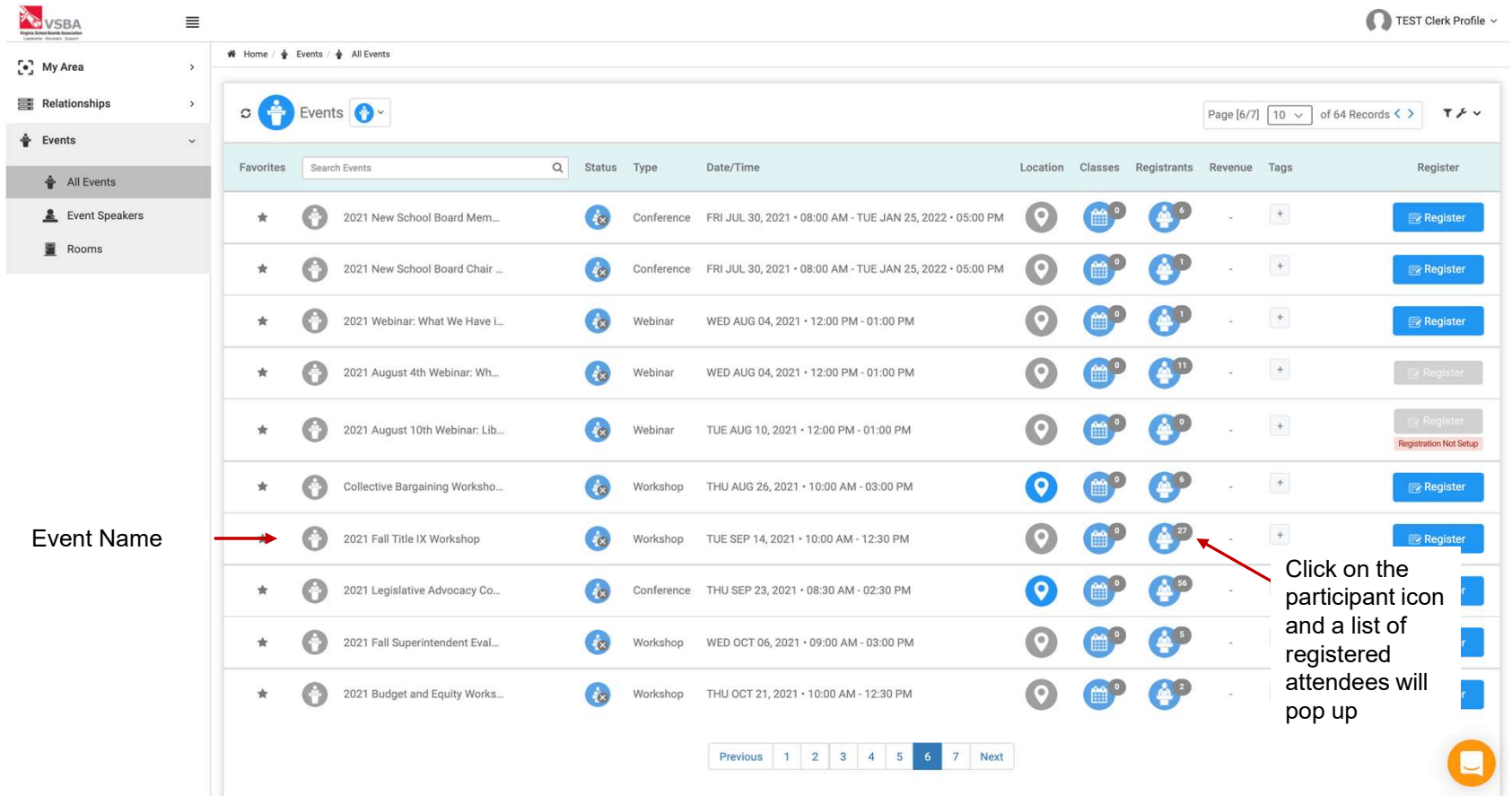
Page [1/3] 10 of 27 Records

	Search Attendees	Registration On	Organization	Search Invoice	Status	Notify
<input type="checkbox"/>	Baker, Mandy	Jun 22, 2021 at 10:58 AM	Hanover County	Inv 50752 \$1,020.00 Paid	Pending	
<input type="checkbox"/>	Ball, Miranda	Jul 09, 2021 at 11:07 AM	Augusta County	Inv 50816 \$170.00 Unpaid	Pending	
<input type="checkbox"/>	Belcher, Stacey	Jul 15, 2021 at 08:10 AM	Lee County	Inv 50861 \$340.00 Unpaid	Pending	
<input type="checkbox"/>	Bryant, Laura	Jun 22, 2021 at 10:58 AM	Hanover County	Inv 50752 \$1,020.00 Paid	Pending	
<input type="checkbox"/>	Campbell, Melisa	Jul 20, 2021 at 12:58 PM	Louisa County	Inv 50890 \$510.00 Paid	Pending	
<input type="checkbox"/>	Cole, Jamie	Jul 21, 2021 at 05:08 PM	Northampton County	Inv 50895 \$170.00 Unpaid	Pending	
<input type="checkbox"/>	Critzer, Scott S	Jun 28, 2021 at 08:29 AM	Charlotte County	Inv 50773 \$170.00 Unpaid	Pending	
<input type="checkbox"/>	Denny, Ellen	Jun 22, 2021 at 03:18 PM	Radford City	Inv 50756 \$170.00 Unpaid	Pending	

Here is the search bar where you can type in a specific person's name that you are looking for

Name of participants

Another quick and easy way to also view if a specific person is registered for an event, would be on the “all events” page.



Home / Events / All Events

Events

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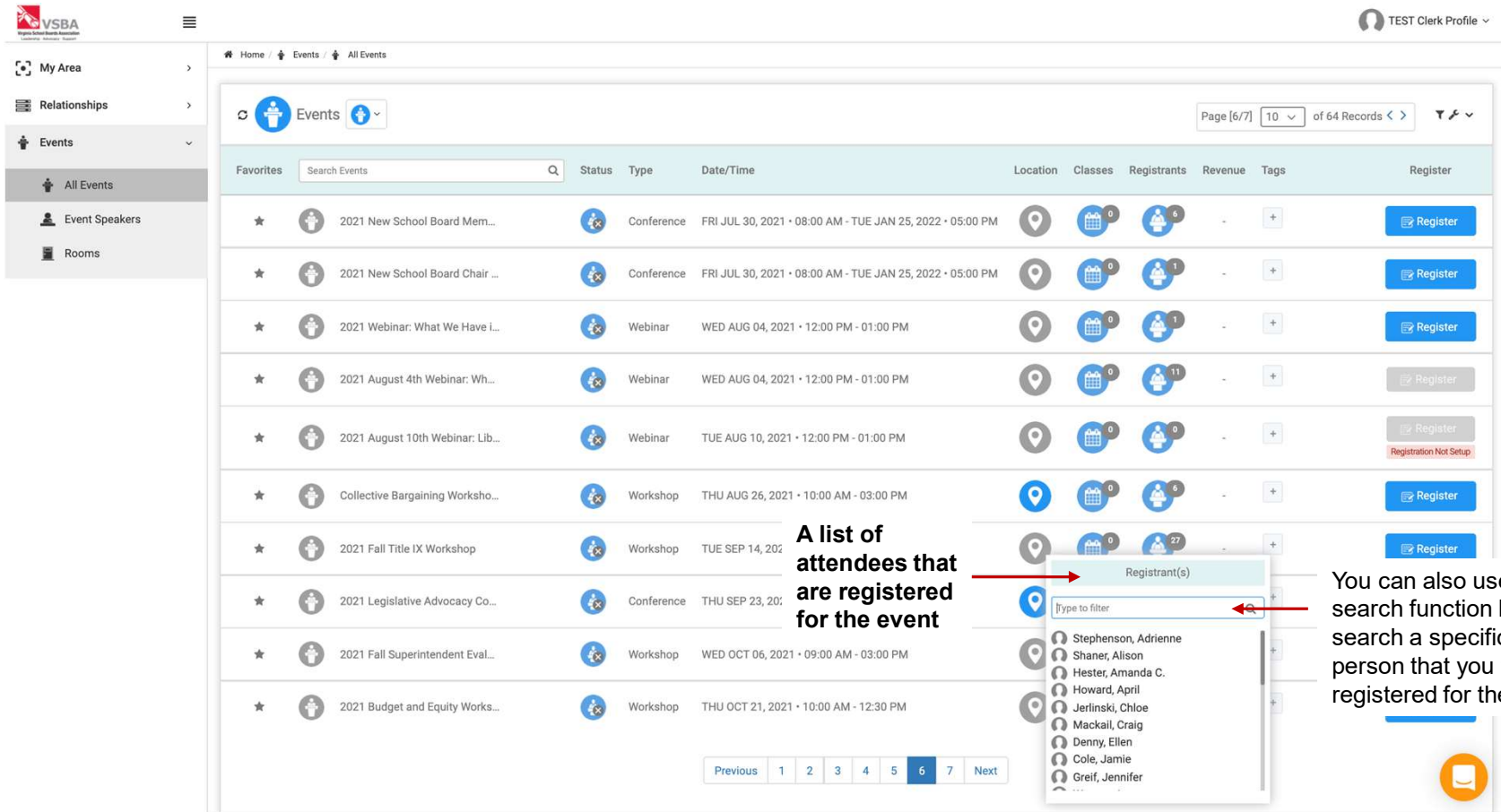
Favorites	Search Events	Status	Type	Date/Time	Location	Classes	Registrants	Revenue	Tags	Register
★			Conference	FRI JUL 30, 2021 · 08:00 AM - TUE JAN 25, 2022 · 05:00 PM				-	+	Register
★			Conference	FRI JUL 30, 2021 · 08:00 AM - TUE JAN 25, 2022 · 05:00 PM				-	+	Register
★			Webinar	WED AUG 04, 2021 · 12:00 PM - 01:00 PM				-	+	Register
★			Webinar	WED AUG 04, 2021 · 12:00 PM - 01:00 PM				-	+	Register
★			Webinar	TUE AUG 10, 2021 · 12:00 PM - 01:00 PM				-	+	Register <small>Registration Not Setup</small>
★			Workshop	THU AUG 26, 2021 · 10:00 AM - 03:00 PM				-	+	Register
★			Workshop	TUE SEP 14, 2021 · 10:00 AM - 12:30 PM				-	+	Register
★			Conference	THU SEP 23, 2021 · 08:30 AM - 02:30 PM				-	+	Register
★			Workshop	WED OCT 06, 2021 · 09:00 AM - 03:00 PM				-	+	Register
★			Workshop	THU OCT 21, 2021 · 10:00 AM - 12:30 PM				-	+	Register

Event Name →

Click on the participant icon and a list of registered attendees will pop up

Previous 1 2 3 4 5 6 7 Next

Below is how the list will appear, after clicking on the participant icon. You can view the entire list of participants in the box that pops up like on the event participants tab.



The screenshot shows the VSBA Events page. The left sidebar contains navigation options: My Area, Relationships, Events (selected), All Events, Event Speakers, and Rooms. The main content area displays a table of events with columns for Favorites, Search Events, Status, Type, Date/Time, Location, Classes, Registrants, Revenue, Tags, and Register. A pop-up window titled 'Registrant(s)' is open over the '2021 Fall Title IX Workshop' event, showing a search bar and a list of names: Stephenson, Adrienne; Shaner, Allison; Hester, Amanda C.; Howard, April; Jerlinski, Chloe; Mackall, Craig; Denny, Ellen; Cole, Jamie; Greif, Jennifer.

A list of attendees that are registered for the event

You can also use the search function here to search a specific person that you think is registered for the event