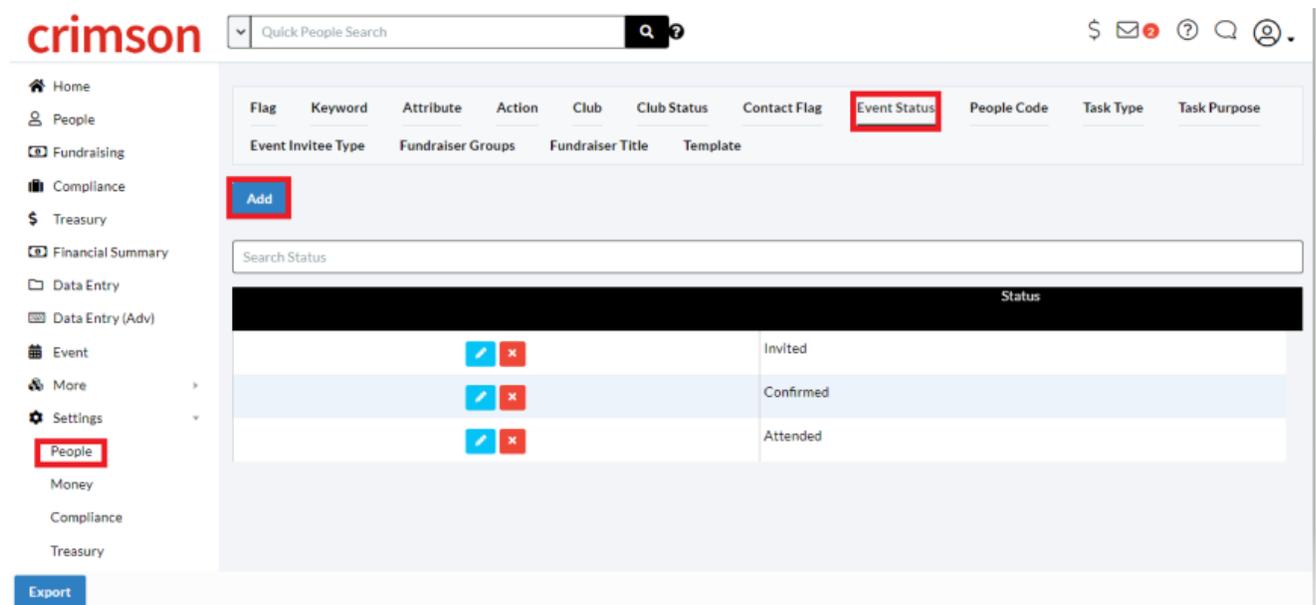


**Event Status** is the RSVP status of the invited event attendees. Your database will already have the default options of **Invited**, **Confirmed**, and **Attended**, but you can also add statuses to your database. Event Statuses are required for importing event invitees.

### Creating and Managing Event Statuses

Event Statuses can be edited and viewed under **People Settings**, which you can access from the left side **Main Menu**. In **People Settings**, click the **Event Status** tab to view all available Event Statuses.

1. To add a new status, click the  icon.
2. In the window that appears, type the new status name.
3. Then click  in the bottom right.
  - To delete an Event Status, use the  icon.



The screenshot shows the Crimson web application interface. On the left is a navigation menu with 'People' highlighted. The main content area is titled 'Event Status' and contains a table with columns for 'Flag', 'Keyword', 'Attribute', 'Action', 'Club', 'Club Status', 'Contact Flag', 'Event Status', 'People Code', 'Task Type', and 'Task Purpose'. Below the table is a search bar and an 'Add' button. The table lists three existing statuses: 'Invited', 'Confirmed', and 'Attended', each with edit and delete icons.

Flag	Keyword	Attribute	Action	Club	Club Status	Contact Flag	Event Status	People Code	Task Type	Task Purpose
							Event Invitee Type	Fundraiser Groups	Fundraiser Title	Template
							Invited			
							Confirmed			
							Attended			

### Importing Event Status

To import an excel of event invitees, your data must include an **Event Status** column. This column cannot have any empty cells. The statuses included must already be one of the Event Statuses in your database.

For more information on Event Importing, please see [Events Module Import](#).