

crimson

Crimson – Events – Edit an Invitee

Crimson allows you to manage each Invitee of an Event. You can open an existing event via the **Event Search** or **Event Dashboard**. Once an event is opened, navigate to the **Invitees'** tab to view your invitees.

For information on how to add new Event Invitees, please see the guide on the [Event Import](#) and adding via the [People Record](#).

Manage Event ← Back

Fall 5K Run-Fall 5K Run

Edit **Invitees** Questions Attachments Map Briefing

Mobile Version Import Invitees Add Invitee

Change Status Check In Search Invitees and Guests

Update Selected

Status Type Checked In CTD Greater Than/Equal To

Hide Filters

	P.I.D.	RSVP On	Updated On	Status	Type	Name	Address	Phone (H)	Phone (W)
<input type="checkbox"/>		76003000	11/16/22	Invited		Amaya, Sofia	9330 Oglethorpe Dr Groveland, FL 34736		(703) 776-0327
<input type="checkbox"/>		76002676	9/23/22	Invited		Banks (Mr.), Joseph M., Sr.	1593 Spring Hill Rd Suite 401 Vienna,		
<input type="checkbox"/>		76002525	6/22/22	Invited		Mei (Mr.), Renjie M., Sr.	1593 Spring Hill Rd Vienna VA 22189	(626) 417-1500	(666) 666-6666

Print Call Sheets Mail Merge Export

Edit

There are two ways to edit an Invitee. The first is to edit directly from the **Invitees'** tab. From here, you can access several edit options using the icons.

- will open up the full **Edit Event Participation** window.
- will open up the Invitee's **People Record Profile** window.
- will remove the record from the Event.
- opens up the **Payment Processing** window, allowing you to add ticketing information by processing a contribution or saving a Pledge.
- can be used to check in the Invitee on the day of the event.


Invited




Invited

Confirmed

Attended


- allows you to adjust the **Event Status** for the Invitee. Manage the statuses in **People Settings**.

To access all edit options, including those above, click  next to any Invitee's record. This will open a new window, **Edit Event Participation**, the second option for editing an Invitee from the **Event Module**.

- Click the  button to process a credit card for the Invitee now or create a pledge for the Invitee for this event. For more information on **Payment Processing**, please see the guide.
- Click the  button to mark the Invitee as checked in to the event.
- To update an Invitee's **Status**, open the drop-down list and select the new status from the available options. From this tab, you can also change the optional Invitee fields for **RSVP** date, **Comments**, **Table #**, and **Invitee Type**. Click  to update the Invitee.



Note: You can manage the **Event status** and the **Invitee Type** options from **People Settings**

Questions

You can edit the Invitee's answers to each question assigned to your Event from this tab. Click on the blank space to the right of any question to open the field to type in your answer. To save, click .

Chicken or Beef	<input type="text"/>		
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Payments

> Manage Event > Edit Event Participation  

Edit Event Participation

Mr. Joseph M. Banks, Sr. (76002676) 10/30/22 - Fall 5K Run - Fall 5K Run



[Edit](#)
[Questions](#)
[Payments](#)
[Pledges](#)
[Guests](#)

	MID	Batch Date	Amount	Source
	4578	8/25/21	\$25	0001
	4580	9/23/22	\$100	5KRUN



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10 items per page 1-2 of 2 Items

[Link Gift](#)

This tab lets you view existing payments connected to this Event for the Invitee and add new ones.

- To **Link a Gift**, click the  button. This brings up a list of the Invitee's gifts. To link a gift, click .






[Edit](#)
[Questions](#)
[Payments](#)
[Pledges](#)
[Guests](#)

	MID	Batch Date	Amount	Source
	4578	8/25/21	\$25	0001
	4580	9/23/22	\$100	5KRUN


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10 items per page 1-2 of 2 Items
[Cancel](#)

Donor's Gifts


Search Gifts

	MID	Fund	Source	Account Code	Batch Date	Amount
	4581	RV	JFCTEST	N/A	9/1/22	\$5,000
	1187	G2022	TELEMARK	N/A	1/27/21	\$2,900
	1190	P2022	EMWWMKR080916	N/A	6/19/19	\$50
	1192	G2022	0001	N/A	3/27/19	\$50
	1191	G2022	WMKR111111111111	N/A	2/12/19	\$50

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- You can also **Unlink** a payment. To do so, go to the payment you wish to unlink and click .

Guests

> Manage Event > Edit Event Participation ← Back 




Edit Event Participation

Mr. Joseph M. Banks, Sr. (76002676) 10/30/22 - Fall 5K Run - Fall 5K Run

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Prefix	First Name	Middle Name	Last Name	Suffix	City	State	Table #
No data to display							

10 items per page
1-0 of 0 items

- To add a **New Guest**, click the  button, fill out the necessary information in the **Add Guest** window and click either , prompting you to create a new **People Record**, or , which will just add the information as a Guest.

Add Guest

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Occupation:

Employer:

Comments:

Title:

Home Phone:

Business Phone:

Fax:

Cell Phone:

Email:

Home Education:

Find an Address:

Street:

Address Line 1:

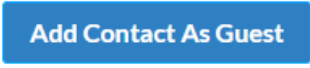

Address Line 2:

City:

State:

Zip:

Plus4:

- If the Invitee has Contacts linked to its People Profile, you can **Add Contact as Guest** by clicking the  button and selecting the Contact from the list using the .

Prefix	First Name	Middle Name	Last Name	Suffix	City	State	Table
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No data to display

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[New Guest](#) [Cancel](#)

Donor's Contacts

Search Contacts ✕

Prefix	First Name	Middle Name	Last Name	Suffix	Street	City	State
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<input checked="" type="checkbox"/>			Taylor				
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