


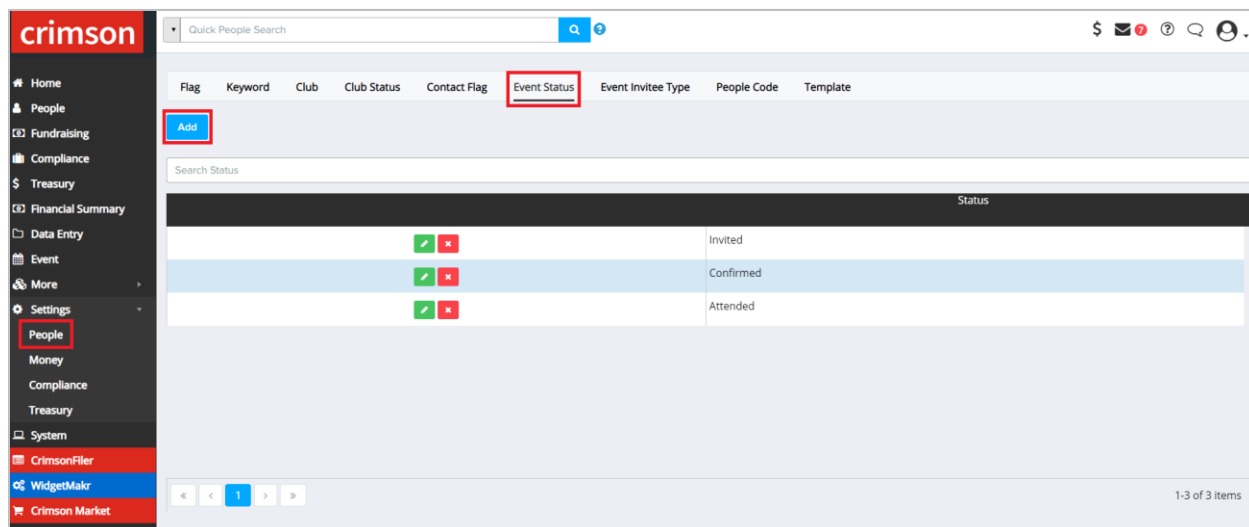


**Event Status** is the RSVP status of the invited event attendees. Your database will already have the default options of **Invited**, **Confirmed**, and **Attended**, but you can also add statuses to your database. Event Statuses are required for importing event invitees.

### 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.



### 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](#).