

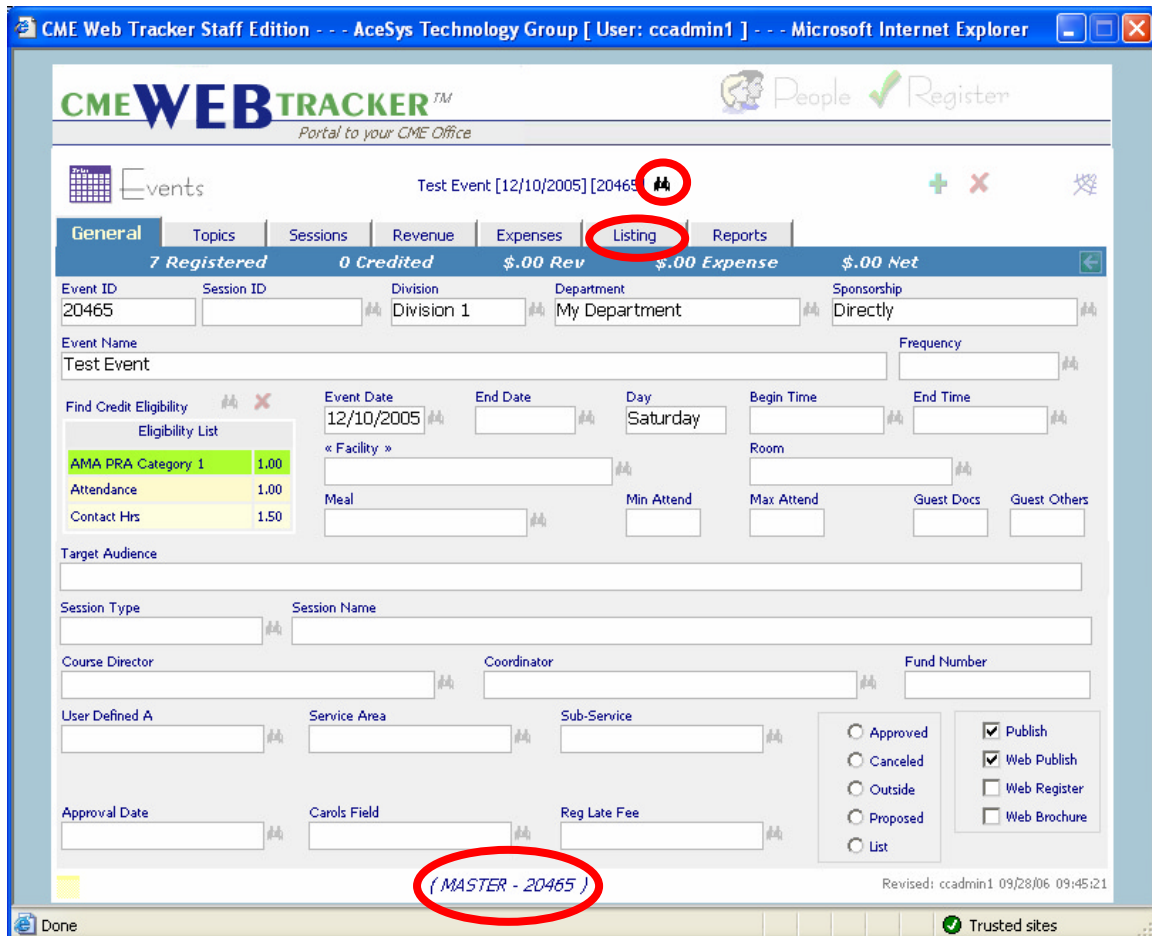
# Tutorial

**Objective:** Batch Registering People for an Event Using a Filter in the Event/Listing.

**Scenario:** You have People Registered in several different Events. You would like to Register all these People from these different Events into a new Event. For this Tutorial we will be using an Event called Trauma Conference and Registering all the people from these Rosters to an existing Event, without duplicating the Registrants.

**Note:** Familiarizing yourself with the Tutorial - Filtering: Getting Started, will assist you with this tutorial.

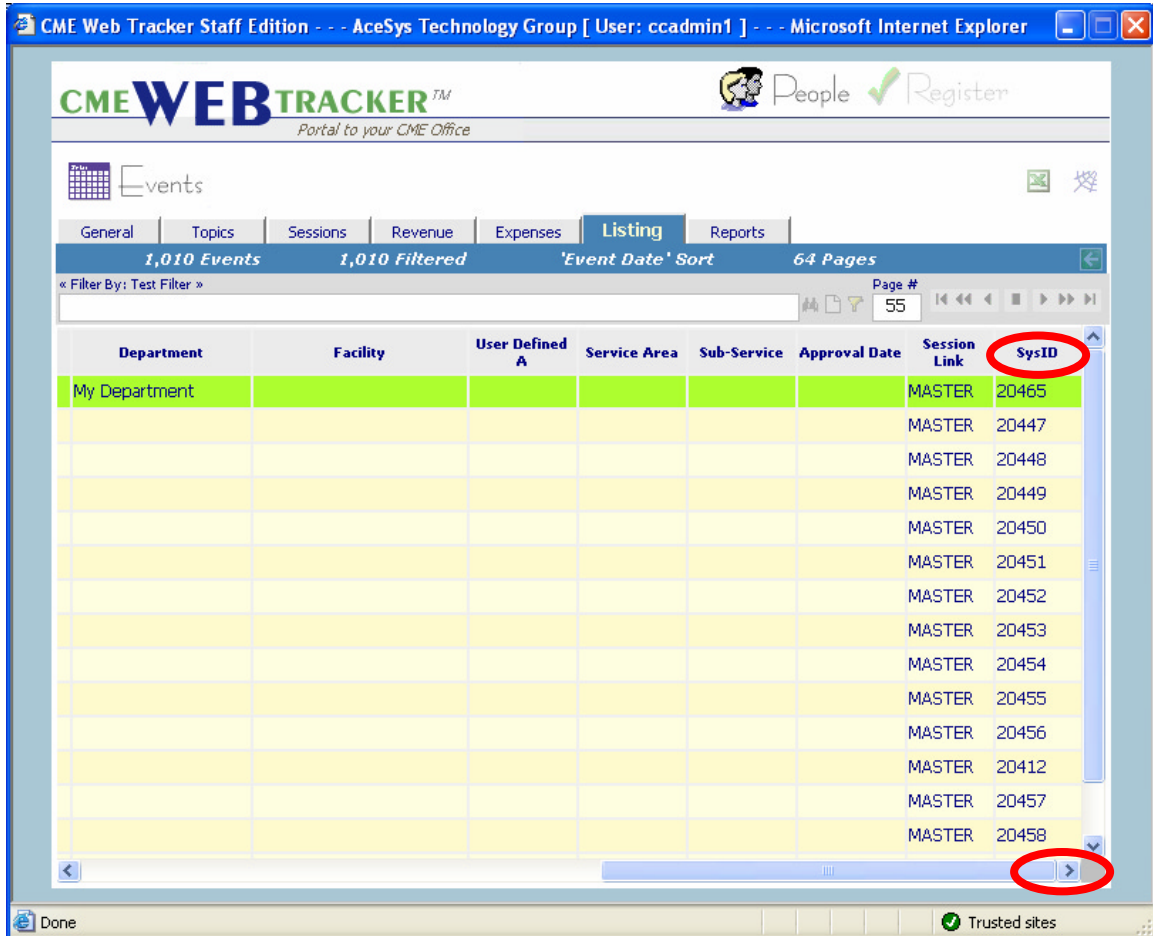
**Step 1:** The first thing you will do is find the System ID for the Event that you want to Register People. We call this the Destination Event. Click the Events tab. Click the Find Event binoculars. Choose the Destination Event. The System ID can be found at the bottom of the Events/General tab or Click the Listing tab. (Fig. A)



**Fig. A**

# Tutorial

**Step 2:** Using the scroll bar at the bottom, go to the right and note the System ID for the Destination Event (20465). Scroll back over to the left. (Fig. B)

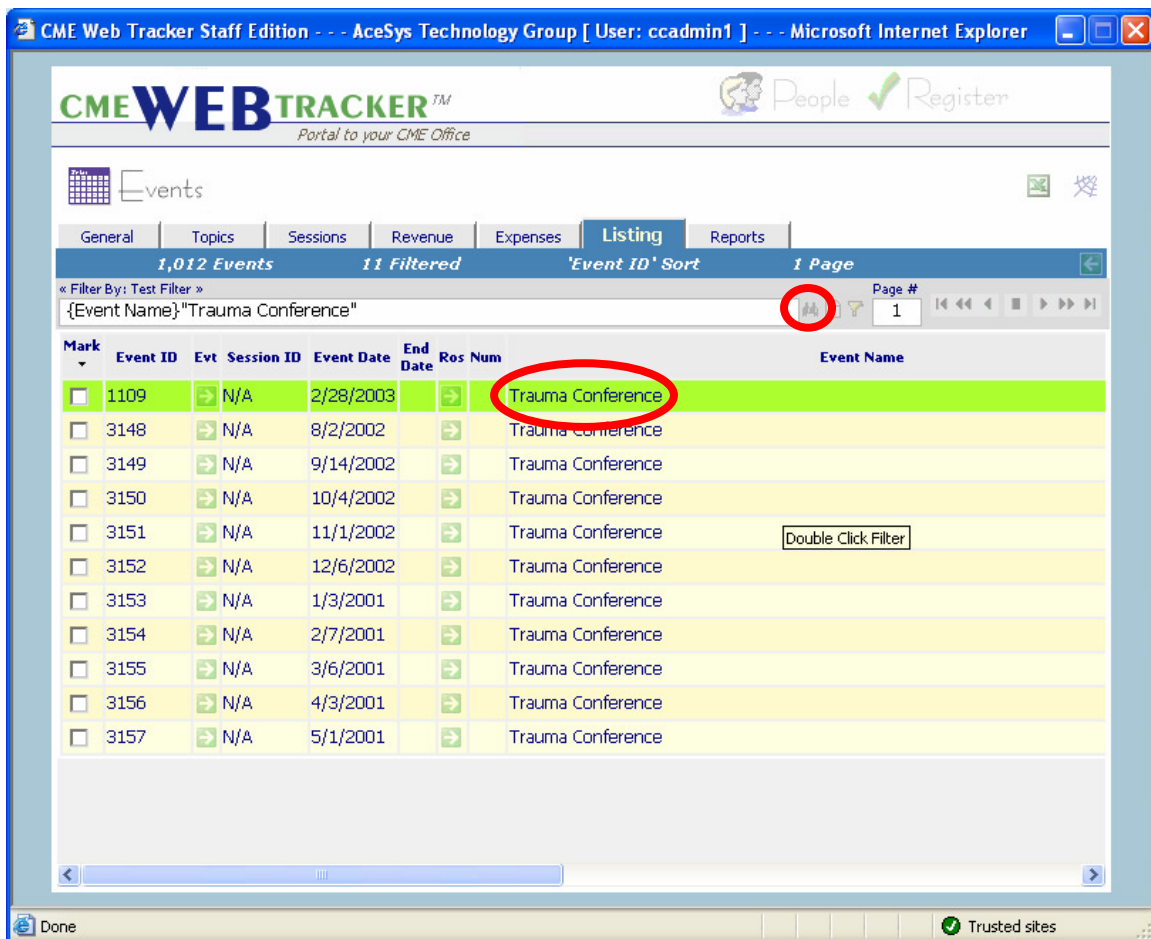


**Fig. B**

# Tutorial

**Step 3:** Click the Find Filter Binoculars and select your personal filter. Click twice on the Event that you want to get Registrants from. This will automatically Filter (Bring up on the Screen) all the Events that are named Trauma Conference. (Use the Event of your choice.) (Fig. C)

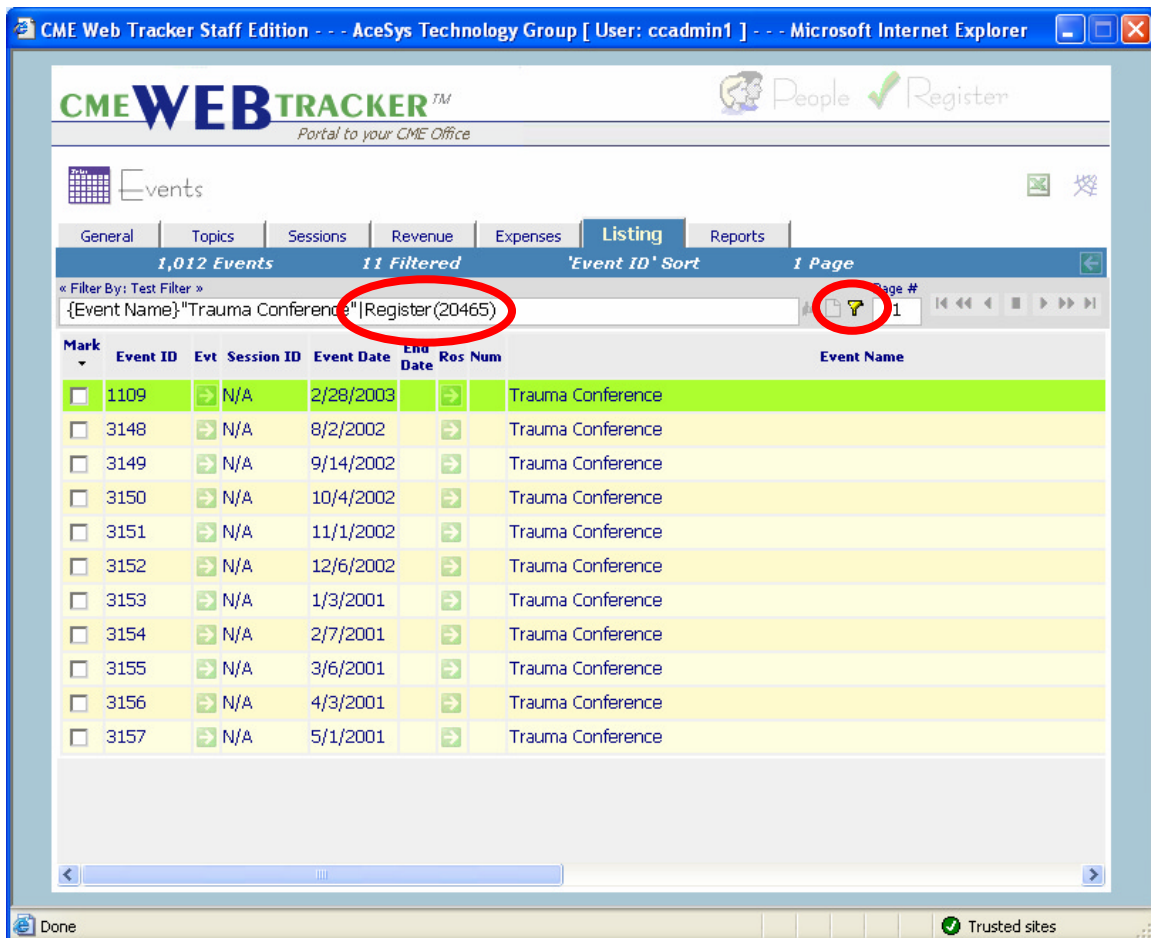
**Note:** Multiple events are filtered for this Tutorial. All of the registrants from all of the displayed events will be registered for the destination event(s) without duplication.



**Fig. C**

# Tutorial

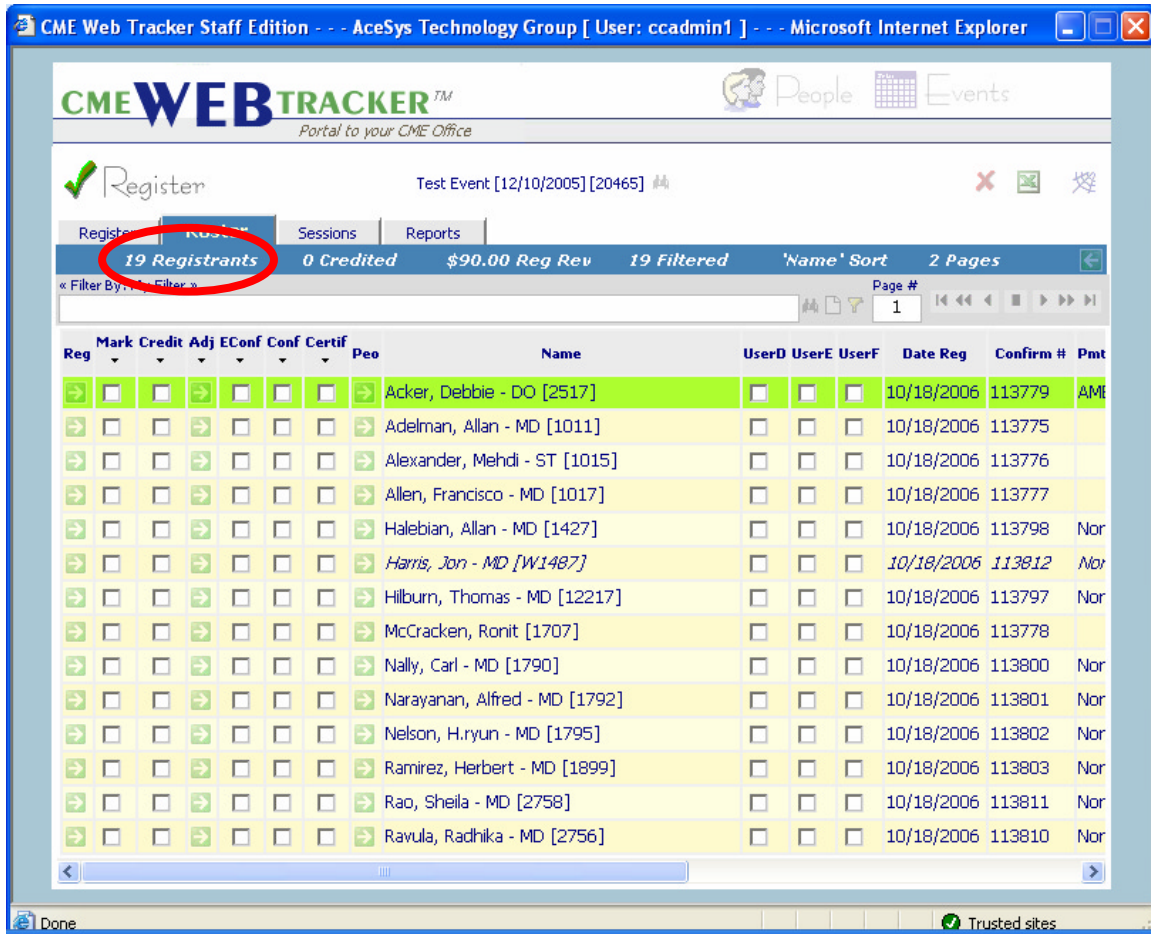
**Step 4:** In the filter box type |Register(20465) using your keyboard. This is the System ID for the Destination Event for these registrants. For multiple Destination Events simply separate them by commas. (20465, 20466, 20467) Click the Set Filter icon to run this Action Filter. (Fig. D)



**Fig. D**

# Tutorial

**Step 5:** Go to the Register/Roster for the Destination Event(s) and you will see that these People are now registered and on the Roster. (Fig. E)



**Fig. E**