

Post-Event

After your event has concluded, you must go back to the Event page in Slate and click “Launch Check In.”

Registrants (2) Launch Check In

Attendees: 1 No shows: 1

Registered Cancelled All Registrants

Registrant	Payment Due	Status	Submitted At
New Registration			
Bechara, Noha		Attended	11/22/2021
Raissa-Yashti, Qarina TEST (Qarina)		No Show	11/22/2021

This will bring you to a window where you will click “Conclude Event” at the bottom and prompt the system to track attendees and no-shows.

New Registration

Registrant	Guests	Status
<input checked="" type="checkbox"/> Bechara, Noha	0	Attended
<input type="checkbox"/> Raissa-Yashti, Qarina TEST (Qarina)	0	No Show

Conclude Event and mark unassigned registrants as No Show

WEBINARS

Online Event: Choose “Host event using external service” from drop down menu.

Location Name: If you are using a “with recording” template, paste a [tinyURL](#) link of the recording here within 24 hours after the event so it populates all emails correctly (the normal Zoom URL is too long and gets truncated).

URL: Paste Zoom URL link into box

Instructions: Optional - paste Zoom webinar information into box (password, alternate Zoom link, phone numbers to call in—usually provided by Zoom when an event is created.)

Early Access: Optional - allows you to choose how early a registrant can enter the webinar.

New Event

Details Location Description Limits Notes

Online Event Host event using external service

Location Name optional Recording Link (please paste within 24 hours)

URL Zoom Link

Instructions

B I U S | | | |

Early Access ▼

Save Cancel