Qgiv Event Attendees Report

The purpose of this report is to list all attendees for a specific Qgiv event with associated registration details. Each row in the report represents an individual attendee (ticket holder).

## Use Case(s)

* An organization wants a list of registrants that are or are not attending a specific Qgiv event.
* An organization wants to print attendee information for a specific event
* An organization wants to email all attendees related to a specific Qgiv event

## Actions

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| --- | --- |
| **Action** | **Description** |
| Print Event Report | Generates a printable list of attendees and includes   * Transaction ID * Purchaser Name * Company * Purchaser Address * Phone * Package Type(s) * Custom Fields |
| Send Email to Attendees | Send an email to all event attendees |
| Download Ticket Holder List | Download attendee information in a CSV or Excel file |

## Filters

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| --- | --- |
| **Filter** | **Description** |
| Search | Attendee name or Transaction ID |
| Attending | All, Yes, No |

## Web-Based Columns

|  |  |
| --- | --- |
| **Column** | **Description** |
| ID | Transaction ID |
| Date | Transaction Date |
| Name | Constituent Name – Registration # |
| Package | Package Name |
| Amount | Total amount for the entire registration (not necessarily for the individual registrant) |
| Opted In | Transaction opted in value |
| Attending | Yes, No |
| Status | Attendee status |

## Standard Download Columns

|  |  |
| --- | --- |
| **Column** | **Description** |
| Transaction | Transaction ID |
| Line Item | Transaction line item number |
| Form Name | Form Name |
| Form Type | Qgiv, Political, Peer-to-Peer, Fundraising Hub, Auction |
| Form Data Mapping | Data mapping configured for form |
| Date | Transaction date (line item 1 only) |
| Total Amount | Sum of Registration Costs (line item 1 only). This is a $ amount. |
| Amount Refunded | (line item 1 only) This is a $ amount. |
| Event Donation | If a donation was given at the time of registration (only on donation line). This is a $ amount. |
| Gift Assist | If Gift Assist was applied at the time of registration (only on Gift Assist line). This is a $ amount. |
| Event Amount | How much the event costs for the registrant (only on registration line items). This is a $ amount. |
| Attending | Yes, No |
| Attendee Status | Either registered or checked in; part of the "Checked In" toggle on Registration Edit |
| Status | Transaction Status |
| Event | Event Name |
| Package | What package the registrant signed up for (only on registration line items) |
| Quantity | How many packages were purchased (only on registration line items) |
| Unit Cost | How much a single package costed (only on registration line items). This is a $ amount. |
| Direct Cost | This references the non-tax-deductible portion of the package price (line item 1 only). This is a $ amount. |
| Promo Code | The promo codes utilized while registering (line item 1 only) |
| Promo Codes Used | The number of promo codes applied (line item 1 only) |
| Early Bird Discount | How much is discounted (if set up) when a registrant registers by a certain date (line item 1 only). This is a $ amount. |
| Online/Offline | If payment was given online or offline |
| Payment Method | If applicable, how the package was purchased (American Express, Discover, Visa, MasterCard, PayPal, eCheck) |
| Payment Channel | Standard, Apple Pay |
| Last Four | Last four digits of the purchaser’s credit card, if applicable |
| Check Number | Check number used to buy, if applicable |
| CC Name | Name affiliated with the payment type (credit card name if paid with a credit card, PayPal account name if paid with a PayPal account, checking account name if paid with a check) |
| Company Donation | Indicates donation is from a company |
| Salutation | Salutation of the purchaser |
| First Name | First name of the purchaser |
| Last Name | Last name of the purchaser |
| Email | Email of the purchaser |
| Email Data Mapping | Data mapping configured for Email |
| OptedIn | Transaction OptIn value |
| Phone | Phone of the purchaser |
| Company | Company of the purchaser |
| Address | Address of the purchaser |
| City | City of the purchaser |
| State | State of the purchaser |
| Zip | Zip of the purchaser |
| Country | Country of the purchaser |
| Employer | Employer Name |
| Employer Email | Employer Email Address |
| Billing Address | Billing address of the purchaser |
| Billing City | Billing city of the purchaser |
| Billing State | Billing state of the purchaser |
| Billing Zip | Billing zip of the purchaser |
| Billing Country | Billing country of the purchaser |
| Anonymous | Transaction anonymous value |
| Associated Info | Any extra associated information that is relevant to the transaction (<https://support.qgiv.com/hc/en-us/articles/115006117807-Associated-Info-Parameter-Tracking>) |
| Source | What module the transaction was processed under (MobileVT, VT, donation form, kiosk, P2P, mobile, SMS, Facebook, Givi) |
| Source ID | Identifier that works in conjunction with source for special donation sources (Designates iOS or Android for Givi, exact Kiosk ID if a kiosk, SMS short code if from a sms source, identifier for MobileVT if from there) |
| Memo | Transaction memo |
| Section | Table section for attendee (requires table management) |
| Table | Table name for attendee (requires table management) |
| Seat | Table seat for attendee (requires table management) |
| Group | What group the participant was categorized into, related to package |
| Participant | The participant number within a group |
| (All event wide, participant custom fields) | Contains data for specific registrants who filled in custom fields |