PMC's - 06/15/21 (1)

Follow along to Complete Post Meeting Changes

- Log into Webex and pull the attendance report and save to your PMC folder on the G-Drive
- Delete any Gartner Staff from the Webex Report
- Select Names and Emails in columns C and D of the Webex report and highlight all. Remove Duplicates
- Log into Rainfocus and cancel all Gartner staff for this Event
- After cancelling Gartner Staff, pull the Registered Attendees report and save as XLSX.
- Open the Copy of Webex Post Call Data Sorter Excel and add the two reports respectively
- If there are any duplicates highlighted in red on the Webex report tab, delete one of them. Check the RF Report for any Gartner Staff that might have been missed, highlighted in blue.
- On the Actual Attendance Report tab of the excel sheet, go through any Walk-in's and cross check the Webex report with the Rainfocus report and correct any emails
- Go to the Bulk No-Show tab, and click the two buttons
- Add "No show" to Column B next to the now show emails, and save this data as "Bulk Tag for No Show" as a "CSV UTF-8" file
- In Rainfocus, Libraries > Imports > + > Create new report > Title it "Bulk Tag for No Show"
- Upload the "Bulk Tag for No Show" file >> "Insert Records" = Unchecked >> "Import Type" = "Attendee Import" >> "Key Column " = "Email" >> "PMC = "AER REG: PMC"
- Click the save button, then the up and down arrows button and ensure that the report saves
- In Rainfocus, Register any Walk-ins, make sure to click "walk in" on the PMC tab
- Double check the PMC tabs for the No-Show and Walk-in Attendees to be sure that they have saved properly
- Check for accurate number of attendees by Searching registered attendees with the filter of "PMC not equal to no show"
- If everything is accurate, go ahead and click "Bulk Check in" Under actions > Badge Print Location = Manual Check in >

Check in Message = V-ER Attendees maked [date] by [you]"

- [ ] Go back to Attendees and clear out all filters and search.
- [ ] Under Actions, go to Bulk Edit, and choose "Send Attendee Data," and "Yes" and click Change
- [ ] Are you sure = yes
- [ ] Go back to Attendees and Re-Register yourself
- [ ] Libraries > Email Campaigns > + > Create the "Digital Evaluation Reminder" to go out at 10:00 AM the next day in the meeting's timezone
- [ ] Save the campagin and set yourself a reminder on Outlook at it's scheduled time to go out!
- [ ]