

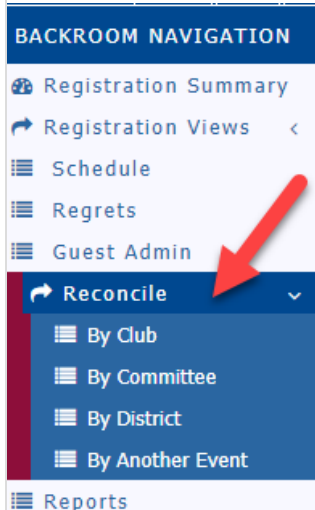
Use the "Search" field at the top right to search for a help topic.

## PMail Invite to Unregistered - Using Reconcile

You can use reconcile to pmail those unregistered for an event by Club, Committee, or District.

This is often used to pmail the PE's who have not registered for PETS.

Go to the Calendar and click on Manage Event. Then click on Backroom on the left and expand Reconcile:



Select one of the options of By Club, By Committee, By District, or By Another Event.

### Report Setup

6

Reconcile Event Registration by Committee (excludes Regrets) VIEW PDF PRINT

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Committee Report Parameters

OrgYear:  1

Committee:  2

Filter By:  Unregistered Members 3  
 Registered Members  
 All Members

Show Regrets:  4

Inc. Phone:  Office  Home  Cell

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To Select an Report template, click on one of the radio buttons below and select the output format.

Report / Description
<input checked="" type="radio"/> <b>Reconcile by Committee [Templates/Report1.cfm]</b> <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px;">5</span> Reconcile by Committee
<input type="radio"/> <b>Reconcile by Committee - With District and Club Name [Templates/Report2.cfm]</b> Reconcile by Committee. Includes columns for District/Account and ClubName.
<input type="radio"/> <b>Reconcile by Committee - With Club Name, Grouped By District/Account [Templates/Report3.cfm]</b> Reconcile by Committee. Includes columns for ClubName and is grouped by District/Account.

In the dialog box that opens:

1. Select the Org Year
2. Select the Committee (i.e. Club Presidents-Elect)
3. Click on Unregistered
4. Leave Show Regrets set to No as you do not want to pMail them.
5. Select one of the three reports
6. Click on View at the top right of the page

The following will appear. You will have the member name and email of those that have not registered or sent regrets. You simply click on the pmail on the top right to send them a reminder to register.

## Reconcile Event Registration by Committee

### 2018 SE North Carolina Rotary Clubs Conference

**Committee:** 2017-18-Club Presidents-Elect (800109767)  
**Filter:** Unregistered Committee Members  
**Show Regrets:** No  
**Date:** 08-Apr-18



39 "Unregistered" Members from a Committee with 49 Members (excludes 14 Members w/Regrets).

<input checked="" type="checkbox"/>	Member Name	Email	Registered
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			

In the pmail you are preparing, you can utilize the personal link for registrants by clicking the link on the editing tool bar




Select your event from the list that pops up:

**Insert Register Me Link** ✕

Create an EZ-Link to the event selected from the list below. Events highlighted in **yellow** are **In-Active** events and should only be used for testing purposes.

Event	Event Date	Sponsor
<input checked="" type="radio"/> Hollywood Installation Banquet	Apr 18, 18	Hollywood

The following will appear in your email and the member can either register or send regrets:

 [Register NOW](#) for **Hollywood Installation Banquet**  
or send your regrets that you cannot attend by [clicking here](#).

**PLEASE do not forward this email - the Register NOW link above can only be used by you to register yourself and your partner/guest.**

You can do this for any registration you have. You can also use the Report for Unregistered to use this for a club registration.