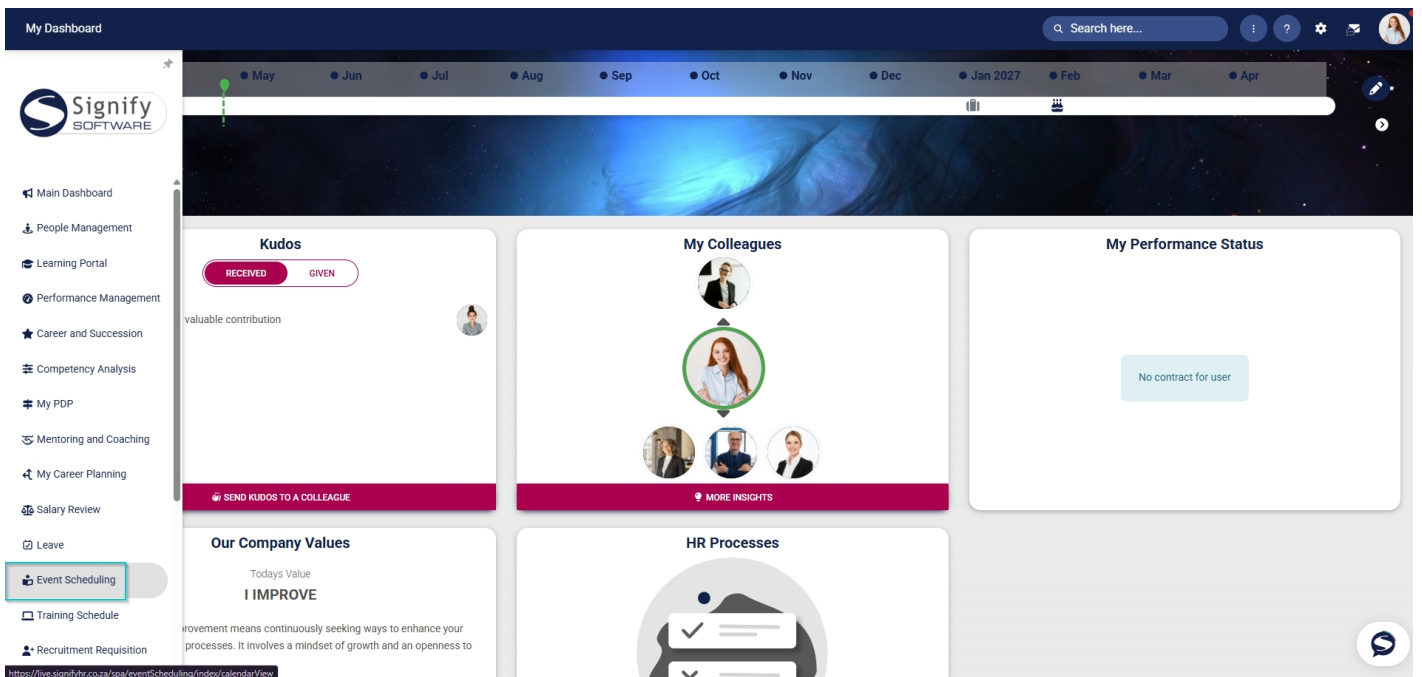


# Add Attendees

- Hover over the **sidebar** menu, then click **Event Scheduling**.



- Navigate to the **List View** tab and expand the **course** you would like to edit by clicking on its name.

Event Scheduling

CALENDAR VIEW **LIST VIEW** SCAN QR CODE

SHOW EVENTS DURING:

Search here...

04/05/2026 - 29/05/2026

Course: Select from the list...

COURSE	EVENTS
Junior Development Program	1
Microsoft Office Suite   Advanced	1
Microsoft Office Suite   Intermediate	1
<b>Senior Development Program</b>	<b>2</b>

+ EVENT

- Click on the **name** of the event you would like to edit.

Event Scheduling

CALENDAR VIEW LIST VIEW SCAN QR CODE

SHOW EVENTS DURING:

Search here...

04/05/2026 - 29/05/2026

Course: Select from the list...

Senior Development Program 2

ATTENDEES	FIRST DAY LAST DAY	SESSIONS	STATUS	VENUE AND ROOM	ATTENDANCE RECORDS	OVERALL STATUS UPDATED   NOT UPDATED
Senior Development Program   C...	Mon, 4 May 2026 Wed, 6 May 2026	3	Confirmed	Head Office – Sandton Training Room 1	5/5	5/0
Senior Development Program   C...	Mon, 18 May 2026 Wed, 20 May 2026	3	Confirmed	Head Office – Sandton Training Room 1	0/5	0/5

+ EVENT

- In the **left-hand menu**, click **Attendees**.

Event Scheduling | Senior Development Program | Course 1

Signify SOFTWARE

DETAILS

NOTIFICATIONS

**ATTENDEES**

WHO CAN BOOK?

DOCUMENTS

COSTING STRUCTURE

ATTENDEES

People Group  Individuals

Search here...

DELETE	PERSON	POSITION   LOCATION IN ORGANISATION	STATUS
No data available in table			

SAVE + ATTENDEE CANCEL

- Use the radio buttons to select people groups or individuals to link.

Event Scheduling | Senior Development Program | Course 1

Signify SOFTWARE

DETAILS

NOTIFICATIONS

**ATTENDEES**

WHO CAN BOOK?

DOCUMENTS

COSTING STRUCTURE

ATTENDEES

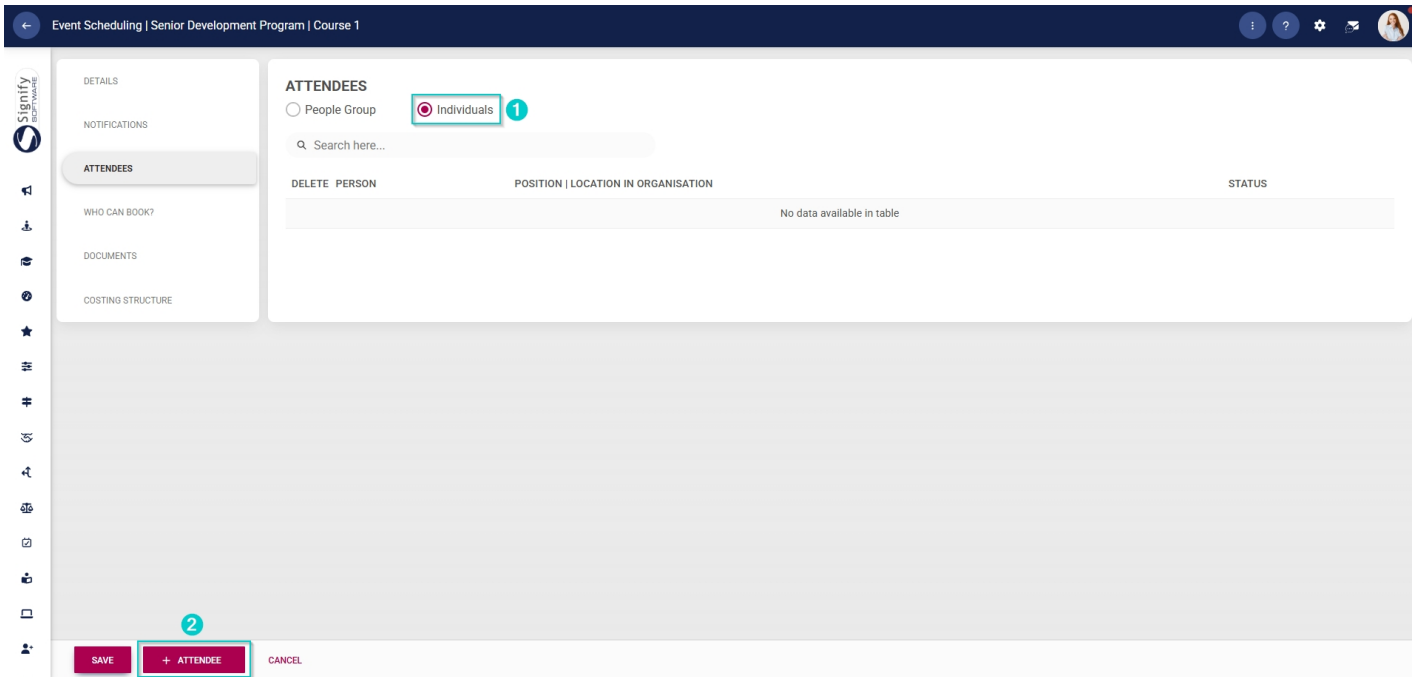
People Group  Individuals

Search here...

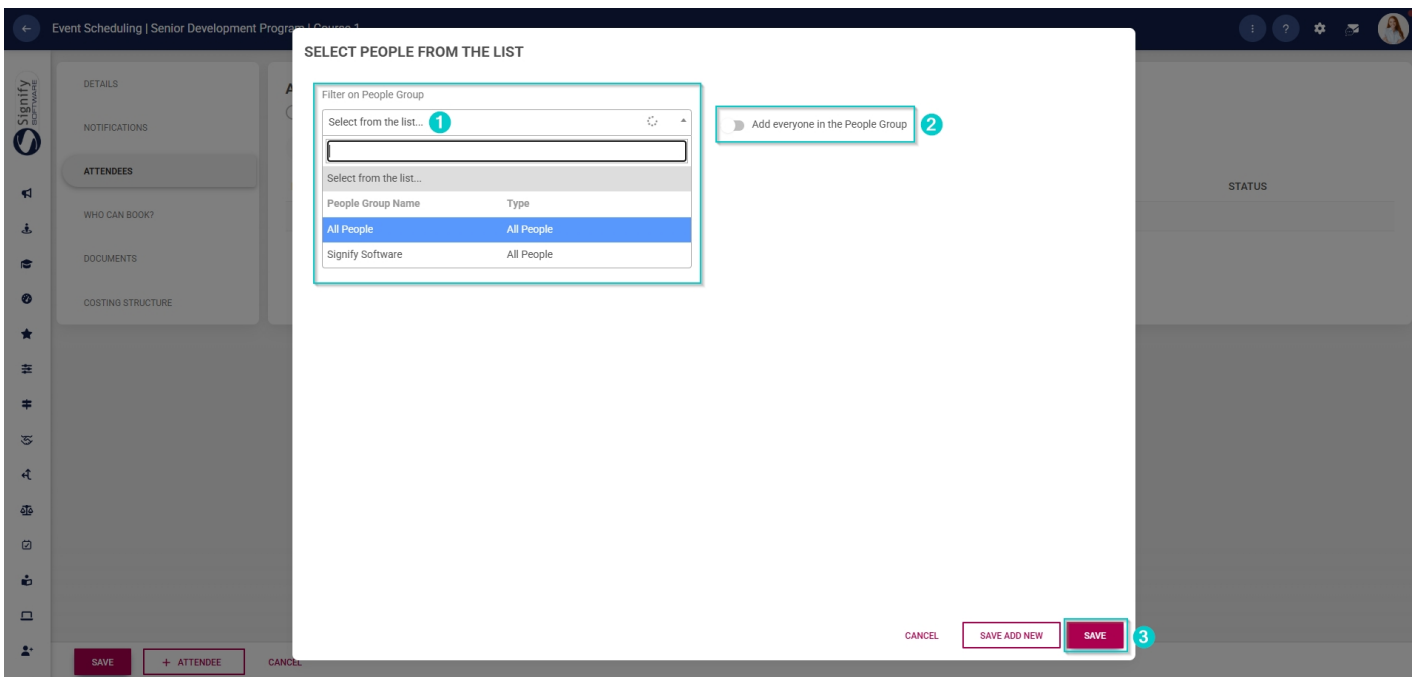
DELETE	PERSON	POSITION   LOCATION IN ORGANISATION	STATUS
No data available in table			

SAVE + ATTENDEE CANCEL

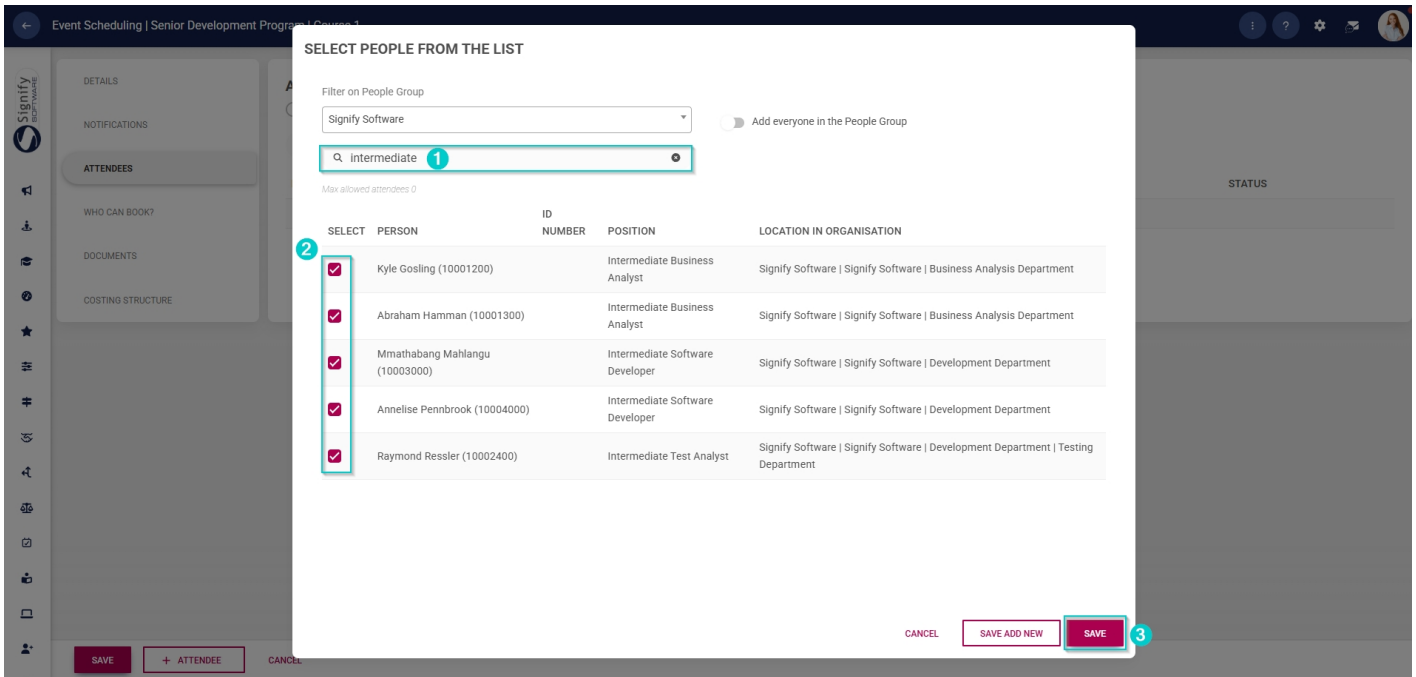
- To add individual attendees, click **+ATTENDEE**.



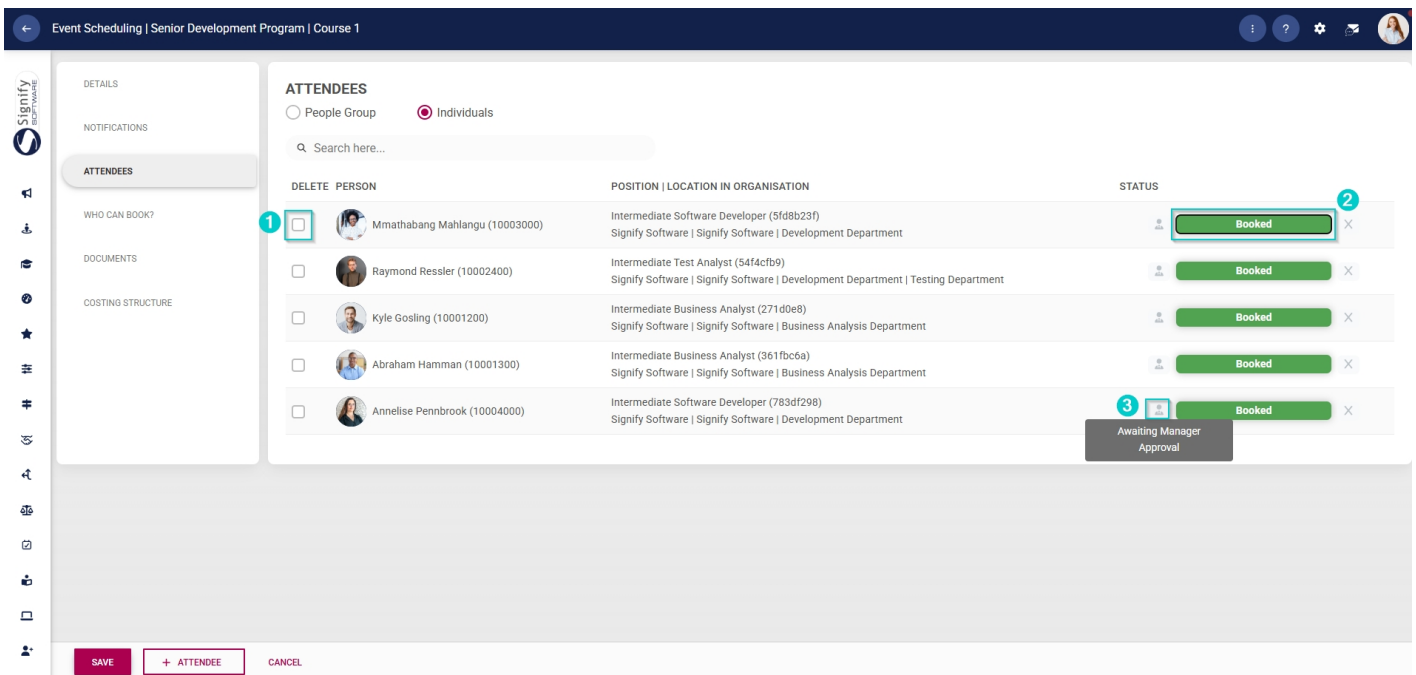
- In the pop-up window, select the people group from the **dropdown menu** to filter people.
- Click the **toggle button** to add everyone in the people group.



- Use the **search bar** to find a specific person, job position, or location within the organisation.
- Use the **checkboxes** next to the names to select the required attendees.
- Click **SAVE** when you are finished, **SAVE ADD NEW** to add another attendee or click **CANCEL** to discard your edits.



- The selected attendees will appear in the table.
  - To **delete** an attendee, tick the **checkbox** next to their name. If you click **SAVE**, the selected attendees will be deleted.
  - The status of the attendee's booking is shown in the right column.
  - If an approval workflow is linked to this event, the status will include an icon to show that the attendee's booking is awaiting an administrator's or manager's approval.



- To add a group of people, select the custom people group you have previously created from the **dropdown menu**.
- Click the **view icon** to view the people in the people group.
- Please note that if you have already added individual attendees, adding an attendee people group will replace the list of individual attendees.

- To add an attendee when using the **People Group** option, you will need to update the people group as described earlier.
- Click **SAVE** when you are finished or click **CANCEL** to discard your edits.

Event Scheduling | Senior Development Program | Course 1

Signify SOFTWARE

DETAILS

NOTIFICATIONS

ATTENDEES

WHO CAN BOOK?

DOCUMENTS

COSTING STRUCTURE

**ATTENDEES**

People Group **1**  Individuals

All People in the below People Group will be attendees

Signify Software **2**

**PEOPLE** **3**

You already selected a list of individual attendees. Selecting and saving a People Group here will replace the list of individuals

**4** **SAVE** CANCEL



Revision #3

Created 2026-05-07 13:30:05 UTC by Chanan Stenden

Updated 2026-05-07 14:17:57 UTC by Chanan Stenden