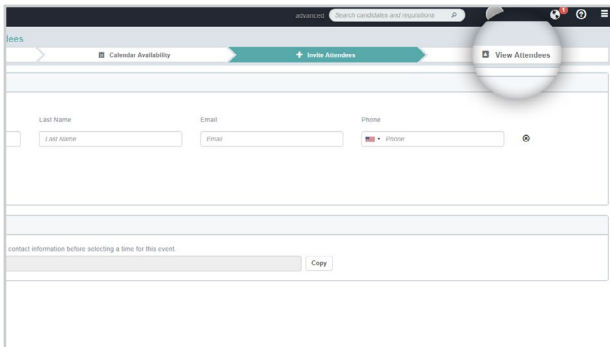


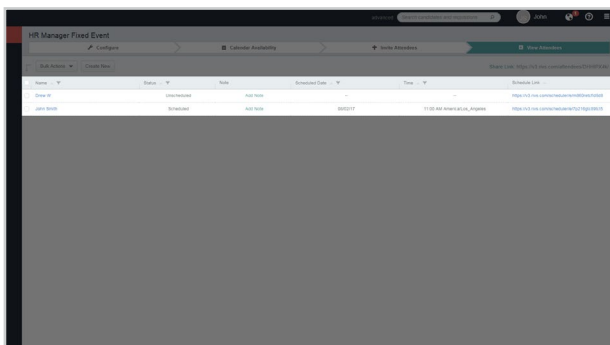


# AUTO-SCHEDULED EVENT ATTENDEE LIST GUIDE

This guide will cover the process of monitoring the attendee list, inviting new attendees, and sharing attendee information for an auto-scheduled event.

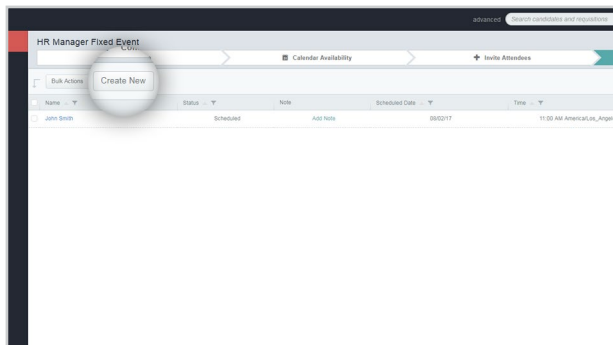


- 1 To view scheduled attendees, click the View Attendees tab in an auto-scheduled event.

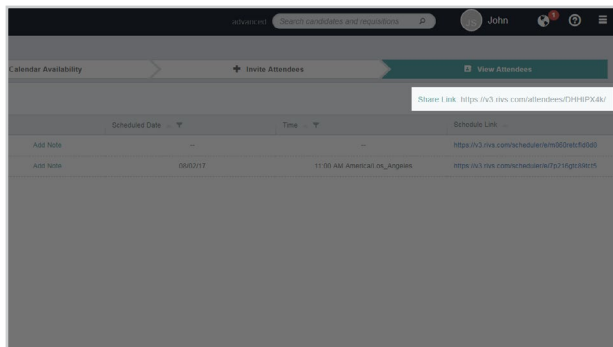


- 2 In the table, view the attendee name, status, add notes, view scheduled dates and times, and view the schedule link for specific attendees.

# AUTO-SCHEDULED EVENT ATTENDEE LIST GUIDE



- 3** Invite new attendees by clicking Create New and type the information of the attendee you'd like to invite in the candidate row. Click Save.



- 4** Copy the share link in the top right corner to copy a sharable list of attendee information.