

# Event Registration Reports and Accessing the ARD Volunteer Resources SharePoint

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## Viewing Live Attendee Lists

Live event registration pages will feature an Attendees Tab which will give you a real time, name-only report of those who have registered. Registrants can opt out of appearing on this list if they contact the NAA for manual removal. This is perfect for events when you need a quick overall headcount more regularly than our standard reporting cadence.

*Please note:* if you see a reference to a person’s household under their name on this tab, this does not mean a group of people have registered. Rather it means the person was matched to an existing record in our database based on the information they provided at the time of registration.

# Process for Reporting

## Distribution Method

All registration reports for club events, including day-before reports, will be uploaded to the SharePoint folder. Volunteers will continue to receive an email from ONVolunteers notifying them that the report has been uploaded to the folder. Reports will not be emailed as an attachment.

## Weekly Reports

Every Friday the Email and Event Support Program team will pull registration reports for all active club events and upload the data to a shared folder on the [ARD Volunteer Resources SharePoint](#) site. Event requesters will be able to log into SharePoint to view the weekly reports, which contain information about ticket type purchased and other information obtained during registration.

Standard Friday reports include:

- Attendee Name
- Affiliation Type (alum, student, spouse, etc.)
- Degree Year and School (if applicable)

If your event has a paid component, or has multiple activities/sessions, you will see who is registered for what session, what ticket type was purchased, and what ticket price was paid.

## Final Registration Reports

One business day before your event, a final registration report will be uploaded to the SharePoint site. At this time, registration will also close as to prevent any attendees from signing up after the list is sent to the event host.

The final/day-before registration reports provided to the club will include all the information above, as well as the email addresses of the event's registrants. These email addresses should only be used in the case of emergencies, i.e. weather-related cancellations. In these cases, club volunteers are required to use their @alum.northwestern.edu email accounts to reach out to attendees. If a club needs to contact attendees outside of an emergency situation, please work with the support team to send that message on your club's behalf.

## Ad Hoc Reports

If an ad hoc request is needed outside of the regular reporting cadence, please contact [ONVolunteers@northwestern.edu](mailto:ONVolunteers@northwestern.edu) or your staff liaison. Additionally, you can request a custom reporting cadence when submitting your initial project request.

## Requirements for SharePoint Site Access

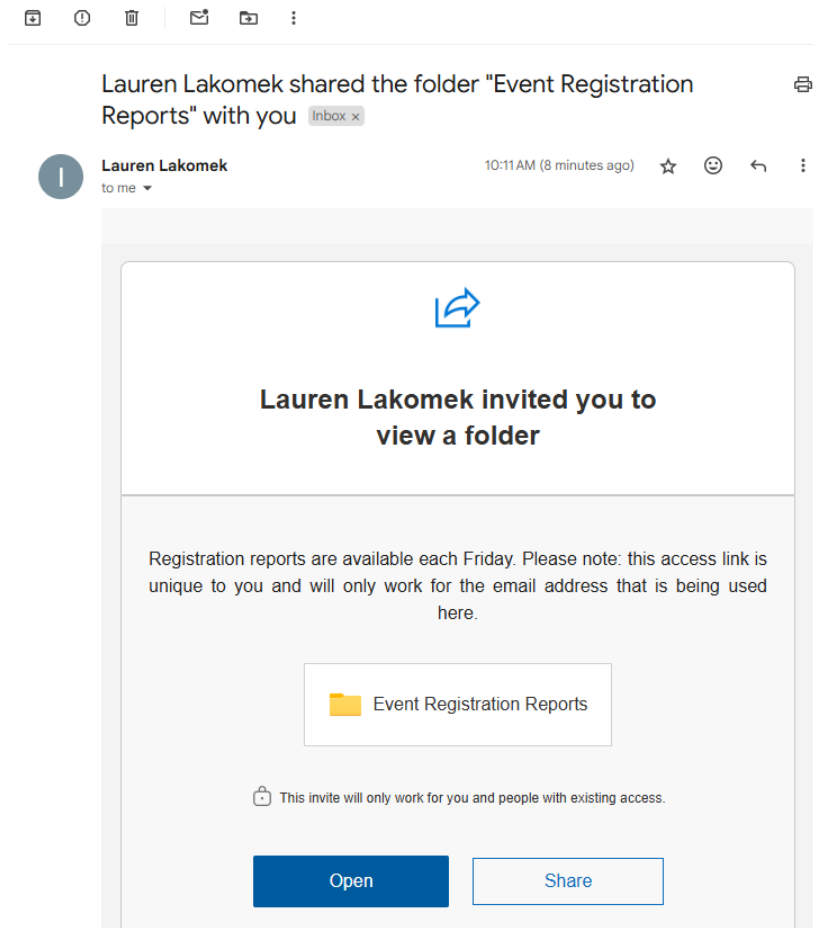
Anyone who needs to have access to registration reports must have signed the [Volunteer Confidentiality Agreement](#) and the [Volunteer Code of Conduct](#).

## Granting Access

Access is granted to all volunteers who have submitted an event build/support request after 5/5/25. Once a person has access to the shared Event Registration Reports folder, they do not need to re-request it. If additional club leaders need access, please contact [ONVolunteers@northwestern.edu](mailto:ONVolunteers@northwestern.edu) and provide their name(s) and email address(es). We'll grant them permission to view these folders.

## First Time Access

The first time we grant you access to the Event Registration Reports folder, you will receive an email notification. Please take note of the email address the notification was sent to. You will need this address to access the documents. The file link only works for you and your email address. Open the hyperlink to the SharePoint site to begin.



## Recipients Without a Microsoft Account

You do not need a Microsoft account to access the content. Instead, SharePoint sends a one-time passcode to your email address to verify your identity. After you receive the code, enter it into the verification screen to open the reports folder.



## Request Verification Code

You've received a secure link to:



Contoso Purchasing Data

To verify your identity, we'll send a code to you  
at

[Send Code](#)

### Recipients With a Microsoft Account

If your email address is already linked to an existing Microsoft account, SharePoint will ask you to sign in to your account, and request permission to view your name, email address, and photo to verify your identity.



## Sharing Link Validation

You've received a secure link to:

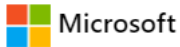


Contoso Purchasing Data

Sign in to   
and we'll give you access immediately.

Next

## Review permissions



The organization Microsoft would like to:

- ✓ Sign you in
- ✓ Read your name, email address, and photo

You should only accept if you trust Microsoft. By accepting, you allow this organization to access and process your data to create, control, and administer an account according to their policies. [Read Microsoft's privacy statement](#). Microsoft may log information about your access. You can remove these permissions at <https://myapps.microsoft.com/microsoft.onmicrosoft.com>

Cancel

Accept