

Activities - Attendees and Participants

The Attendees and Participants tab, allows the user to select another user to Attend or Participate in the activity.

1. Open an existing Event/Task/Call record.
2. Open the **Attendees** tab for Event and Call, and **Participants** for Tasks
3. Click the **Insert** button to open the Attendees/Participants screen where all users are listed with their details

Attendees

Close

Select Export Columns View 107 records (2 selected)

Search filters: Name Contains, Email Contains @irely.com

Name	Email	Phone No.	Mobile No.
<input type="checkbox"/> Concepcion Hayden	concepcion.hayden@irely.com		
<input type="checkbox"/> Michael McDonald	Michael.McDonald@irely.com		
<input type="checkbox"/> Brandon Tobias	Brandon.Tobias@irely.com		
<input checked="" type="checkbox"/> Ruffi Cabangal	ruffi.cabangal@irely.com		
<input checked="" type="checkbox"/> Maribeth Dela Paz	beth.delapaz@irely.com		
<input type="checkbox"/> Ian Ocampo	ian.ocampo@irely.com		
<input type="checkbox"/> Jayson Ramos	jayson.ramos@irely.com		
<input type="checkbox"/> Jeffrey Trajano	JEFF.TRAJANO@IRELY.COM		
<input type="checkbox"/> PruthviRaj Chowda	pruthvi.c@irely.com		
<input type="checkbox"/> Kris Helms	kris.helms@irely.com	2604137540	1 2604137540

4. Click the **Select** button to add the users in the tab list

Call - FF Call

Done Save Delete Undo Follow-Up Duplicate Close

Details Attendees Notes Attachments Audit Log Jira Issues Hours Worked

+ Insert X Remove Export View Filter (F3) Send Email Add to Calendar

Name	Email	Phone No.	Mobile No.	Add to Calendar
<input type="checkbox"/> Maribeth Dela Paz	beth.delapaz@irely.com			<input type="checkbox"/>
<input type="checkbox"/> Ruffi Cabangal	ruffi.cabangal@irely.com			<input type="checkbox"/>

? 2.83s Edited 1 of 1 Refresh

How to Send Email to Attendees and Participants:

1. Open an existing Event/Task/Call record.
2. Open the **Attendees** tab for Event and Call, and **Participants** for Tasks
3. Select the user then click the Send Email button
4. Enter the Subject and Message
5. Click the Send button when done

How to Add the Event to Attendees and Participants Calendar view:

1. Open an existing Event/Task/Call record.
2. Open the **Attendees** tab for Event and Call, and **Participants** for Tasks
3. Select the user then click the enable the Add to Calendar check box
4. Click the **Add to Calendar** button. When the user checks their Calendar, the event will be list in the date