How to create a registrant list in CornellConnect Email tool

Registrant lists can be used for several things:

• Send an email to your registrants giving them final details about your event. For example: final location, reminders to wear their Cornell red shirt, etc.
• Send your post-event survey immediately after the event to all your registrants.
• Send an email to those that have NOT registered for your event. (Steps 7-16)

Follow the instructions below to create your “registrant list” directly in CornellConnect.

1. Under the dropdown menu of Forms Management, select the Create/Manage Events page.

2. Find your event, then hover your mouse/pointer over the blue “ACTIONS” button.
3. The blue “ACTION” button will display a box of selections. Find the section “MANAGE”.

4. Find the active URL words “Create email list” and click on the words.

![Diagram of the interface with highlighted sections and actions]
5. Before the “Registrant List” is created, this box pops up. Click on the button: “Create form respondent list”

6. To view the list you created go to “Create & Manage Lists” tab. You may now send an email using this list of current registrants. You are now done.
7. Do you want to send an email to everyone that has NOT registered for your event? First, you will need to download a list of NetIDs of your registrants from your event. Go to the dropdown menu: Forms Management. Select: Events. Select: Create/Manage Events

IF YOU ARE USING UPLOADED EMAIL LISTS, SEE NOTE AT THE END OF THE DOCUMENT BEFORE PROCEEDING.

8. Find your event and click on the “View detailed reports” hyperlink.

Client ID is equal to NETID
10. Scroll down to find the next section “Personal Information”. Select the boxes “First Name” and “Last Name”.

Select fields to help you verify your data
11. Review the “Report Display Options”. Read each radial button selection and make sure you select what applies to you. When done, click the button “Download report – txt format” to save your file on your desktop.
12. Open the saved file into Excel and review the data. If all NetIDs are listed, delete the fields: first name and last name. Save the NetIDs only as a text file. Upload this NetID list into Email Marketing: Create & Manage lists. Then click on the tab “Combine recipient lists”.

13. Find your original event list so it is displayed in the first dropdown box. Make sure the “add” function is displayed on the left side. (DO NOT combine emails lists and NetID lists. This function only works for NetID lists.)
14. Click the “ADD” button on the right side of the screen to create another dropdown box.

15. Make sure the “subtract” function is displayed on the left side of the screen. Find your “Registrant List” you created earlier in Step 12 of this document. GIVE YOUR NEW LIST A NAME…..then “Save” your list.
16. Click the word “Display” to view your list count.

SPECIAL NOTE ABOUT LISTS FOR PARENTS, STUDENTS, AND FRIENDS
Are some of the lists for your event made up of Uploaded Email lists for parents, students, and friends? If you answered YES, remember: **DO NOT combine emails lists and NetID lists.**

You will need to create a separate list and separate email for this group. To create this separate list for this group, follow steps 1-6 and 13-17 (skipping 7-12) of this document.

17. Proceed with connecting this list with your Reminder Email to those that have NOT registered.