**Adding Attendees**

0:04  
This video will cover adding attendees to your engagement.

0:07  
From the Manage Engagements page.

0:11  
Find your engagement under Upcoming Engagements and click Register Attendees.

0:17  
Before you register any attendees, you will see an empty screen with an Add Attendee button.

0:24  
Click the Add Attendee button and select one of the options from the drop down.

0:30  
Add New Attendee will open an assistant which will allow you to create attendees individually.

0:38  
You must select this option when adding a Microsoft Internal attendee, but you can also use this option for Customer and Partner attendees.

0:48  
You can also select Import Attendee.

0:51  
This will take you to a screen which will allow you to download a template which can be used to import attendees in bulk.

0:59  
I will first go through the Add a new Attendee assistant.

1:04  
To add an internal attendee select Microsoft attendee from the primary role drop down and enter an e-mail into the attendee e-mail search.

1:14  
Select the name from the drop down and note that the first and last name has been pre filled.

1:20  
Now select A description of the attendees role and indicate whether they will be on site or remote.

1:29  
If you select remote, no meal required will automatically be selected and you may click save to add the attendee.

1:40  
If the attendee will be in person, select on site and then enter any dietary preferences you may enter.

1:49  
Any additional dietary notes for the culinary team and any accessibility needs may be entered into the Accessibility Requirements text box.

1:59  
Once complete, click the Save button to add the attendee.

2:04  
To continue adding attendees from the Assistant, click the Add New button and select Add New Attendee from the drop down.

2:14  
For customer or partner attendees, you'll need to enter the first name, last name, job title, description of Role, Indicate on Site or remote Attendance, and enter any dietary preferences.

2:30  
To add attendees in bulk, click the Add New button and select Import Attendees from the drop down, then click Download Template.

2:43  
After the Excel file opens, click the Edit a Copy button, then select File, Create a Copy and select Download a Copy.

2:58  
Once the file has completed downloading, select Open File from your Downloads window.

3:08  
Once the Excel file has opened, make sure to click Enable Editing.

3:14  
You are now ready to begin entering attendees.

3:18  
Select the primary role from the drop down.

3:24  
Indicate the first last name.

3:27  
Select the prefix from the drop down.

3:30  
Enter the job title.

3:31  
Indicate whether the attendee will be on site or remote.

3:35  
Select any dietary restriction.

3:38  
Enter any dietary notes.

3:40  
Make a selection from the Enterprise audience taxonomy.

3:43  
Drop down and enter any accessibility needs if required.

3:51  
Once you are done making changes, hit the save button and close your file.

3:58  
You will now return to CE Hub and import your Excel file.

4:03  
Once in CE Hub make sure you are on the Import Attendees screen and click the Upload button.

4:11  
Locate your Excel file and click Open.

4:16  
After your attendees have loaded, make any corrections noted in red and click the Save button.

4:26  
The upload status will be noted on the right and any errors will be listed under the Detail column.

4:32  
You may also click the Add Attendee button to make any additional attendee changes from the screen.

4:40  
Once complete, you may close the window.