

1. Make sure you're on the **MyCampaign** side of VAN.
2. Go to "Create a List."
3. Scroll down to "Events" and select "Include" on the dropdown.

▼ Events

Include people scheduled for events - based on the following:

Type

Campaign Type

Campaign

Events

Role

Status

Location

☐ Staging Locations Only

Event Date --Select a Date Range Type--

4. Click on the blue "events" button. Search for your *VAN event name* and click the checkbox for the event(s) you are confirming for. Click "save and continue."
5. Click the blue "status" button. Select
 - a. Sched-web
 - b. Invited
 - c. Scheduled
6. Click "save and continue."
7. Click "preview my results." If the number looks right to you, run your search!