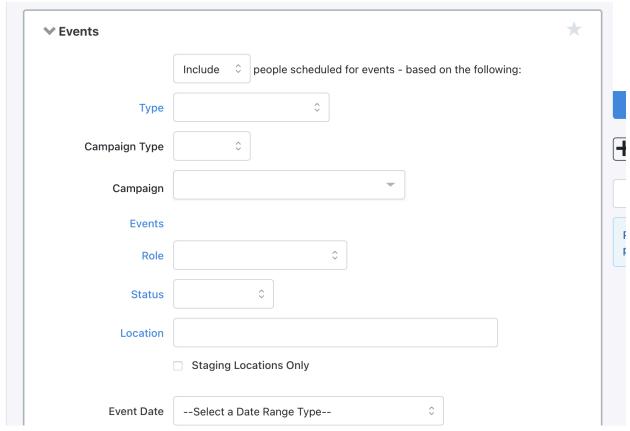
- 1. Make sure you're on the MyCampaign side of VAN.
- 2. Go to "Create a List."
- 3. Scroll down to "Events" and select "Include" on the dropdown.



- 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!