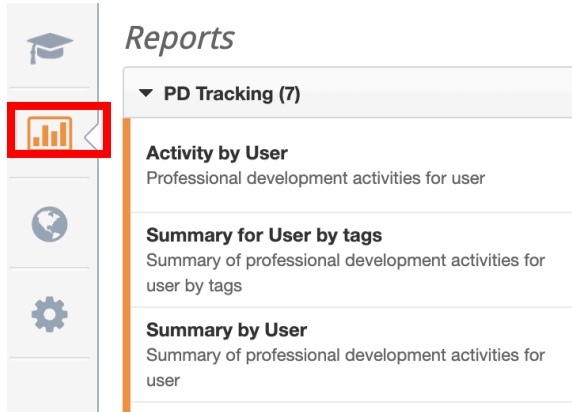


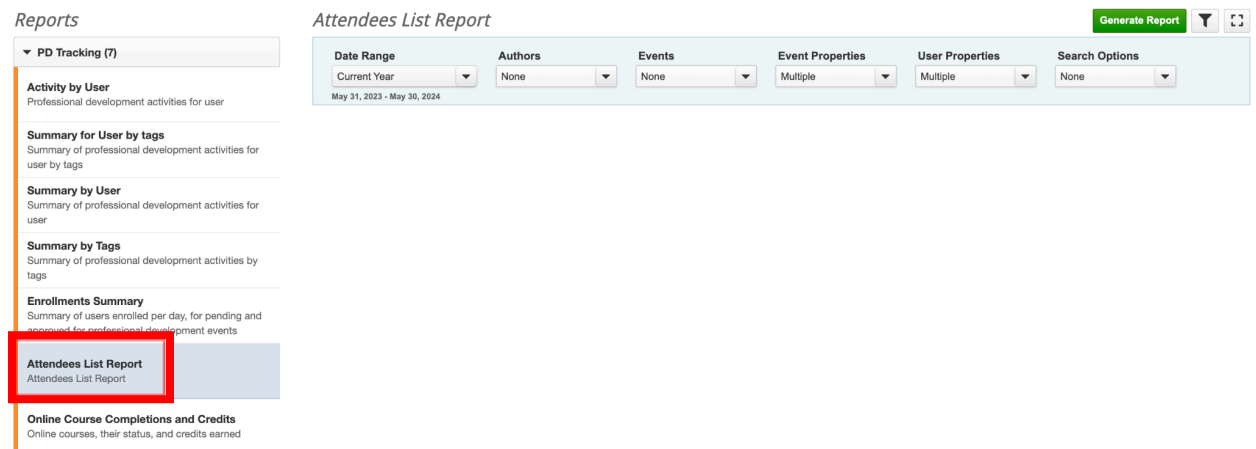
## How to Pull the Attendees List Report on Vector

(useful for sign in sheets)

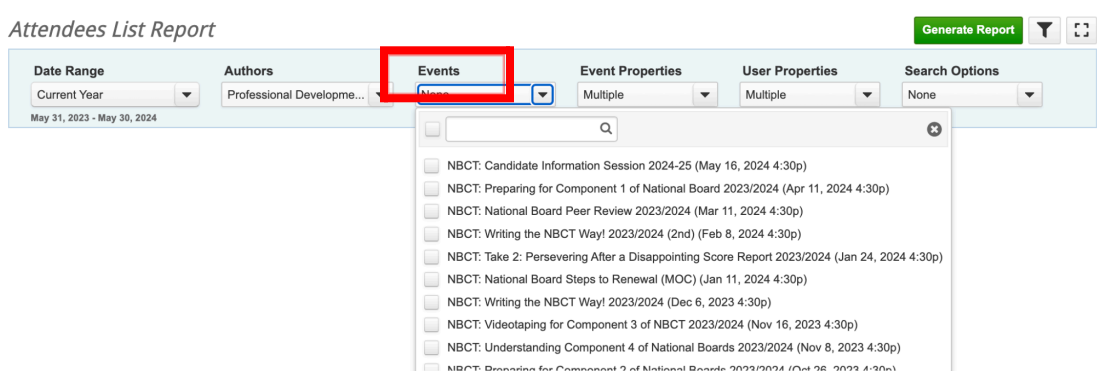
1. Login to Vector using the [How to Login to Vector](#) directions.
2. Click on the Reports Icon on the left.



3. Choose **Attendees List Report**.





4. Choose the Event under the the **Events** dropdown



5. Choose the properties needed under **User Properties** (Email, School, Job, Department).

**Attendees List Report**

**Generate Report**  

**Date Range** **Authors** **Events** **Event Properties** **User Properties** **Search Options**

Current Year

May 31, 2023 - May 30, 2024

☒ First Name  
☒ Last Name  
☐ Username  
☐ Employee ID  
☐ Local ID  
☐ Email  
☐ School  
☐ Job  
☐ Department  
☐ Client

6. Click **Generate Report** in the upper right corner.

[illegible]

7. Click the **Export** button to download a spreadsheet.

Attendees List Report

Export

Generate Report

Date Range

Current Year

May 31, 2023 - May 30, 2024

Authors

Professional Developme...

Events

All

Event Properties

Multiple

User Properties

Multiple

Search Options

None