

Connecting faith & finances for good.™

### **CHAPTER EVENT TRACKING**

### Instructions

- 1. Capture attendee information at your event.
  - Use the Attendance Sheet (starts on next page).
  - Required: Attendee First Name, Last Name, Mailing Address, City, State, ZIP, Phone Number or Member ID.
    - Important: If you enter the Member ID (a nine-digit number that begins with 5) on the Attendance Sheet, there is no need to enter any other information. There are several places members can find their ID number, such as on: Member ID cards, member statements, contracts or policies, or by calling 800-847-4836.
- 2. After the event, finalize the attendee information.
  - Based on who attended your event, update the Attendance Sheet you have already started, or open a blank Attendance Sheet and enter
    the attendee information.
- 3. When completed, save the Attendance Sheet.
  - Select **File** > **Save As** and rename the document using your chapter name and event date (**ChapterName\_mmddyyyy.pdf**). For example: LafayetteCounty\_11092014.pdf.
  - Click Save.
- 4. Submit completed forms.
  - Via email: BoxEventTracking@thrivent.com
  - Via mail: Thrivent Financial, Attn: Event Tracking, 4321 N Ballard Rd, Appleton, WI 5419-0001

### Best Practice Ideas:

- ✓ Ask members to pre-register for your event via email, phone or the "Find Events & Workshop" page of Thrivent.com. Add the pre-registered attendees into an Attendance Sheet, print and simply check names off as attendees arrive. After the event, update the original Attendance Sheet and submit.
- √ Bring your computer to the event, and use the Attendance Sheet as a registration form.



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### **ATTENDANCE SHEET**

### **Chapter Event Tracking**

Event/Workshop Title:	Chapter Name and/or Number:
Date of Event:	Financial Representative Event Lead(s):

Photographic Release: Unless otherwise indicated, I, the attendee, grant and convey unto Thrivent Financial for Lutherans and its affiliates and subsidiaries, here after "Thrivent Financial", all rights, title, and interest I may have in any and all photographic images and video or audio recordings made by Thrivent Financial during the event for any and all legitimate uses Thrivent Financial may deem proper—commercial or otherwise—without compensation to me.

Thrivent Financial is collecting the below information. Please clearly print one name per row and fill in row completely.

Required: Attendee First Name, Last Name, Mailing Address, City, State, ZIP, Phone Number or Member ID. Individuals under the age of 18 do not need to be indicated below.

First Name	Last Name	Mailing Address	City	State	ZIP	Phone	Email	Member ID	Don't Use My Photo
John	Smith	123456 West American BLVD	Minneapolis	MN	55555-5555	999-999-9999	XXXXXXXXXXX @XXXX.XXX	XXXXXXXXXX (or N/A)	Х

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First Name	Last Name	Mailing Address	City	State	ZIP	Phone	Email	Member ID	Don't Use My Photo
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