

## 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.







## Chapter Event Tracking

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	XXXXXXXXXX@XXX.XXX	XXXXXXXXXX (or N/A)	X



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