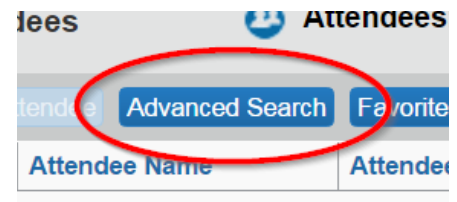
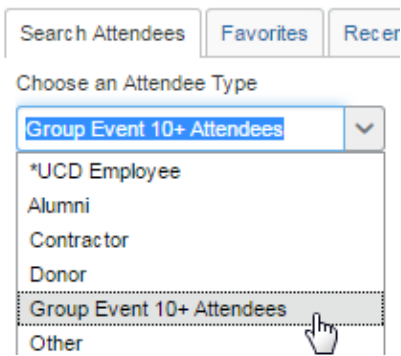
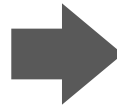


# Group Event 10+ Attendees

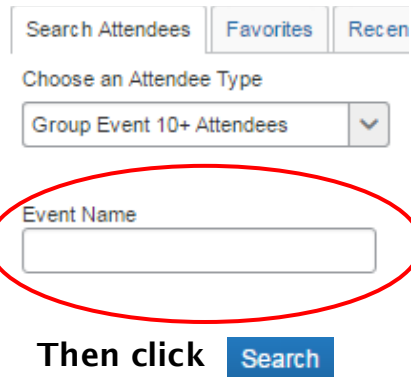
Use this option for large events with many attendees, such as events open to the public or those with invitations to an entire department. For these events, it is not necessary to input every attendee name in AggieTravel. Instead, simply attach the list of attendees, Outlook invitation, or flyer as a receipt attachment. To use this option: **Select Advanced Search:**



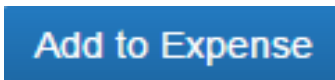
## Choose the Attendee Type: Group Event 10+ Attendees

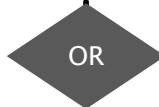
## Enter the event name




If your event appears in the search results, select the event and then click



Enter the amount of Attendees and the number of No Shows. AggieTravel will automatically calculate the per-person amount spent.



If your event does not appear in the search results, select

Attendees Attendees: 50 | Attendee Total: \$600.00 | Remaining: \$0.00 | No Shows: 5 | \$60.00

New Attendee Advanced Search Favorites Import Search Recently Used Remove Create Group

<input checked="" type="checkbox"/>	Attendee Name	Attendee Title	Institution/Co...	Attendee Type	Attendee Count	Amount
<input checked="" type="checkbox"/>	Lunch,			Group Event 10...	45	\$540.00