GlobalMeet

Participant list report

Add-on. Charges include: fee per participant logged, plus the number of pieces of information to be collected (in addition to name). Additional fees for: custom fields, rush delivery.

The participant list report is a summary of all the information captured from participants.

Regardless of your event type - greeted entry, passcode entry, or click to join - you may select up to 6 pieces of information to include in your participant list report, such as name, company name, region, etc. For greeted entry conferences, you may select up to 5 pieces of custom information. In addition, you may select the phone number the participant dialed from, the time the participant connected, and the time they disconnected.

While the standard list of available fields covers most customers' needs, custom fields are also available for an additional fee.

> **Note:** Custom fields are not available for passcode entry conferences.

If you request polling in your conference, you may also include a poll results detailed report in your participant list report to see the answers each individual participant selected for each polling question.

Delivery time and format

The participant list report is available within 1 business day as an Excel file. Sign in to the Events Portal to download it. Contact Support to request rush delivery.

- Standard- 1 business day
- Priority - 4 hours
- Rush - 2 hours

Booking information

This option can be booked online using the Events Portal. You can't add it after you submit your request.

On the Audio Event Details page under Enhanced Services, select **Participant List**.
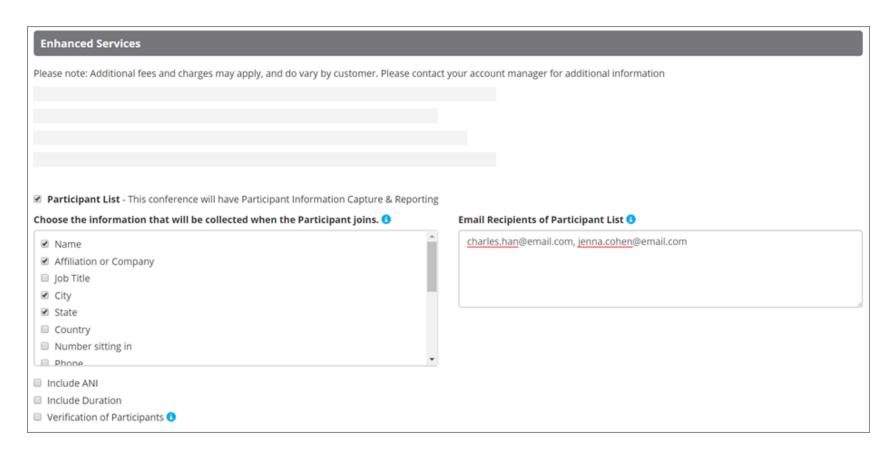
For greeted entry conferences, select the information you would like to capture from your participants and enter the email of the person who should receive the list.

For passcode entry conferences, choose:

- Name on Entry- Participants are prompted by an automated system to provide their names and other information when they join.
  - Select the information you would like to capture from your participants, and enter the email of the person who should receive the list.
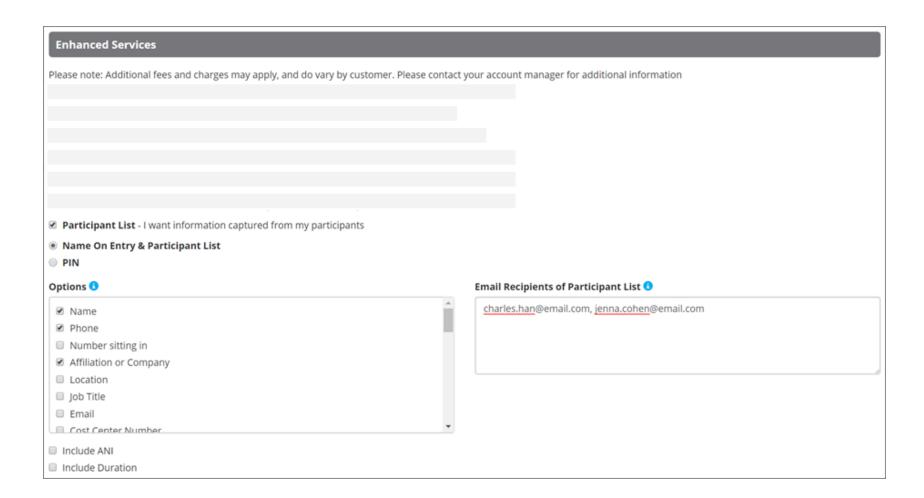- PIN - Participants are prompted by an automated system for their PIN when they join.
  - After booking your conference, upload your PIN list in the Events Portal.

> **Warning:** Do not enter a participant's email address.

Greeted entry booking example

Enhanced Services

Please note: Additional fees and charges may apply, and do vary by customer. Please contact your account manager for additional information

☑ **Participant List** - This conference will have Participant Information Capture & Reporting

Choose the information that will be collected when the Participant joins. ⓘ

- ☑ Name
- ☑ Affiliation or Company
- ☐ Job Title
- ☑ City
- ☑ State
- ☐ Country
- ☐ Number sitting in
- ☐ Phone

Email Recipients of Participant List ⓘ

charles.han@email.com, jenna.cohen@email.com

- ☐ Include ANI
- ☐ Include Duration
- ☐ Verification of Participants ⓘ

Passcode entry booking example

Enhanced Services

Please note: Additional fees and charges may apply, and do vary by customer. Please contact your account manager for additional information

☑ **Participant List** - I want information captured from my participants

◉ **Name On Entry & Participant List**

○ **PIN**

Options ⓘ

- ☑ Name
- ☑ Phone
- ☐ Number sitting in
- ☑ Affiliation or Company
- ☐ Location
- ☐ Job Title
- ☐ Email
- ☐ Cost Center Number

☐ Include ANI

☐ Include Duration

Email Recipients of Participant List ⓘ

charles.han@email.com, jenna.cohen@email.com

Example reports

The following is an example of a participant list that includes participant names, company names, connect and disconnect times.

Company Name:	Alltrek			
Conference Title:	Briefing Conference			
Moderator's Name:	Jenna Cohen			
Conference Date:	February 25, 2020			
Conference Time:	11:00 AM (UTC-05:00) Eastern Time (US & Canada)			
Confirmation Code:	1234567			
Operator:	Sam Smith			
Prepared By:	Ellie Thompson			

For Your Next Greeted Entry Event
Provide attendees immediate access into your call with Click-To-Join entry.
Participants use a web-based interface to enter details, and they are joined to the call instantly.

	Name	Affiliation	Dial In Time	Disconnect Time
1	*Jenna Cohen	Moderator	10:53 AM	11:31 AM
2	*Charles Han	Speaker	11:00 AM	11:31 AM
3	*Chris Phillips	Speaker	10:53 AM	11:31 AM
4	Louisa Young	Alltrek	11:07 AM	11:10 AM
5	John Smith	Alltrek	10:52 AM	11:31 AM
6	Alex Bell	Alltrek	11:16 AM	11:31 AM
7	Peter Jones	Alltrek	11:00 AM	11:31 AM
8	Valerie Baldwin	Alltrek	11:02 AM	11:23 AM
9	Emma Li	Alltrek	11:22 AM	11:31 AM
10	Devonne Carter	Alltrek	10:56 AM	11:31 AM
11	Fatima Singh	Alltrek	10:54 AM	11:31 AM

Please note all times shown are in the Moderator's time zone.
All attending lines have been separated to show approximate
connection times. Actual times will be reflected in your invoice.

The following is an example of a participant list report that includes participant PINs.

Conference Title:	Briefing Conference			
Moderator's Name:	Jenna Cohen			
Conference Date:	February 25, 2020			
Conference Time:	13:00 PM (UTC-05:00) Eastern Time (US & Canada)			
Confirmation Code:	1234567			
Operator:	Sam Smith			
Prepared By:	Ellie Thompson			
Email	Last Name	First Name	Company	PIN
Linkline05051@mymeetingroom.com	.123456	LINKLINE	LINKLINE.123456	05051
Webcast05052@mymeetingroom.com	LINE	WEBCAST	WEBCAST LINE	05052
ClientRecord08053@mymeetingroom.com	RECORD	CLIENT	CLIENT RECORD	05053
Webcast05054@mymeetingroom.com	LINE	WEBCAST	WEBCAST LINE	05054
AudioProd05055@mymeetingroom.com	PROD	AUDIO	AUDIO PROD	05055
ADMIN105056@mymeetingroom.com	LINE1	ADMIN	ADMIN LINE1	05056
ADMIN105057@mymeetingroom.com	LINE2	ADMIN	ADMIN LINE2	05057
ADMIN105058@mymeetingroom.com	LINE3	ADMIN	ADMIN LINE3	05058
ADMIN105059@mymeetingroom.com	LINE4	ADMIN	ADMIN LINE4	05059
ADMIN105060@mymeetingroom.com	LINE5	ADMIN	ADMIN LINE5	05060
82354@1234567.com	82354	Participant	Alltrek	82354
42527@1234567.com	42527	Participant	Alltrek	42527
73483@1234567.com	73483	Participant	Alltrek	73483
50393@1234567.com	50393	Participant	Alltrek	50393
27886@1234567.com	27886	Participant	Alltrek	27886
79812@1234567.com	79812	Participant	Alltrek	79812
13687@1234567.com	13687	Participant	Alltrek	13687
63147@1234567.com	63147	Participant	Alltrek	63147
89791@1234567.com	89791	Participant	Alltrek	89791
53487@1234567.com	53487	Participant	Alltrek	53487
57191@1234567.com	57191	Participant	Alltrek	57191

See also

- Participant PIN validation
- Poll results detailed report

Operator Assisted	Collaboration	Tools & Integrations	Support
Operator Assisted	Audio Conferences	Downloads	Billing Help
Release Notes	Online Meetings	Outlook Add-In	Contact
	Admin Portal	Google Calendar	
	Release Notes	Integrated Audio	