

**Objective:** E-mailing Standard Reports using Win2pdf

**Scenario:** You would like to E-mail a Standard Report for a particular Event

**Note:** Win2pdf must already be installed.

**Step 1:** Click on the Events tab. Click on the Dropdown to find the Event.  
(Fig. A)

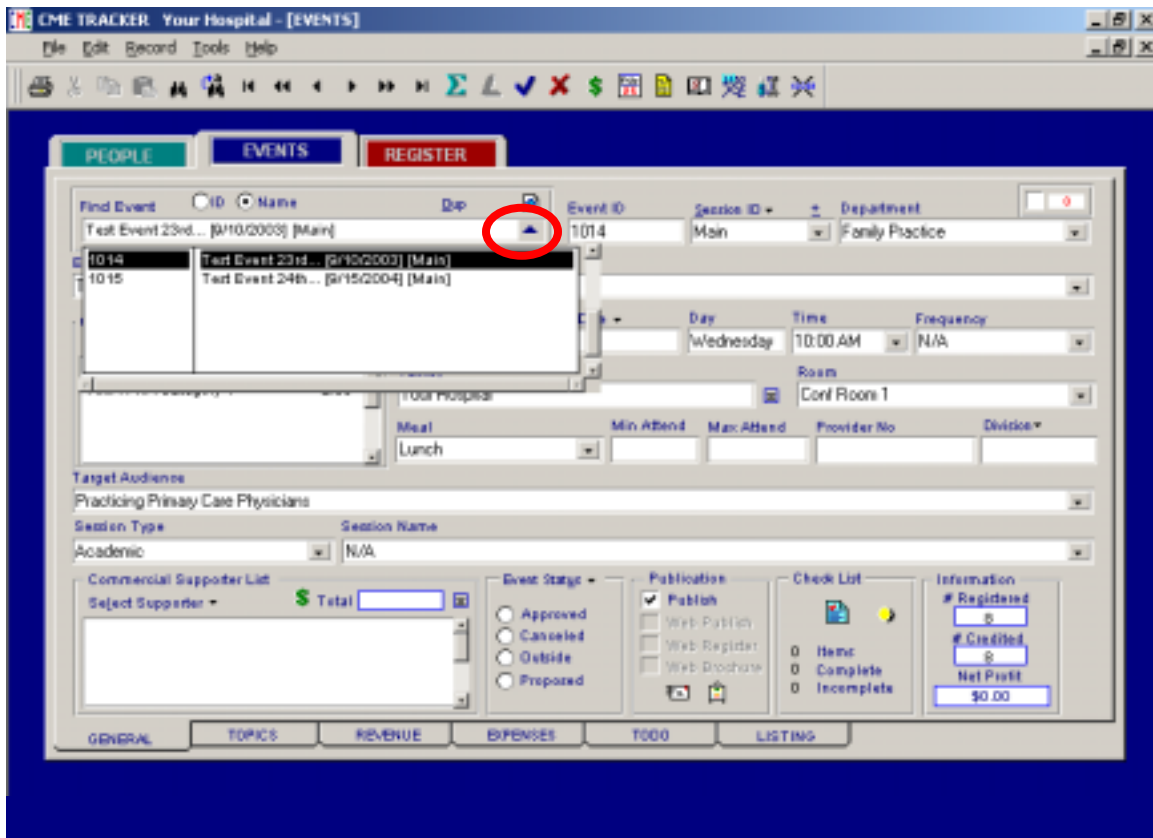


Fig. A

Step 2: Click on the Register tab. Click on the Printer icon to view Reports. (Fig. B)

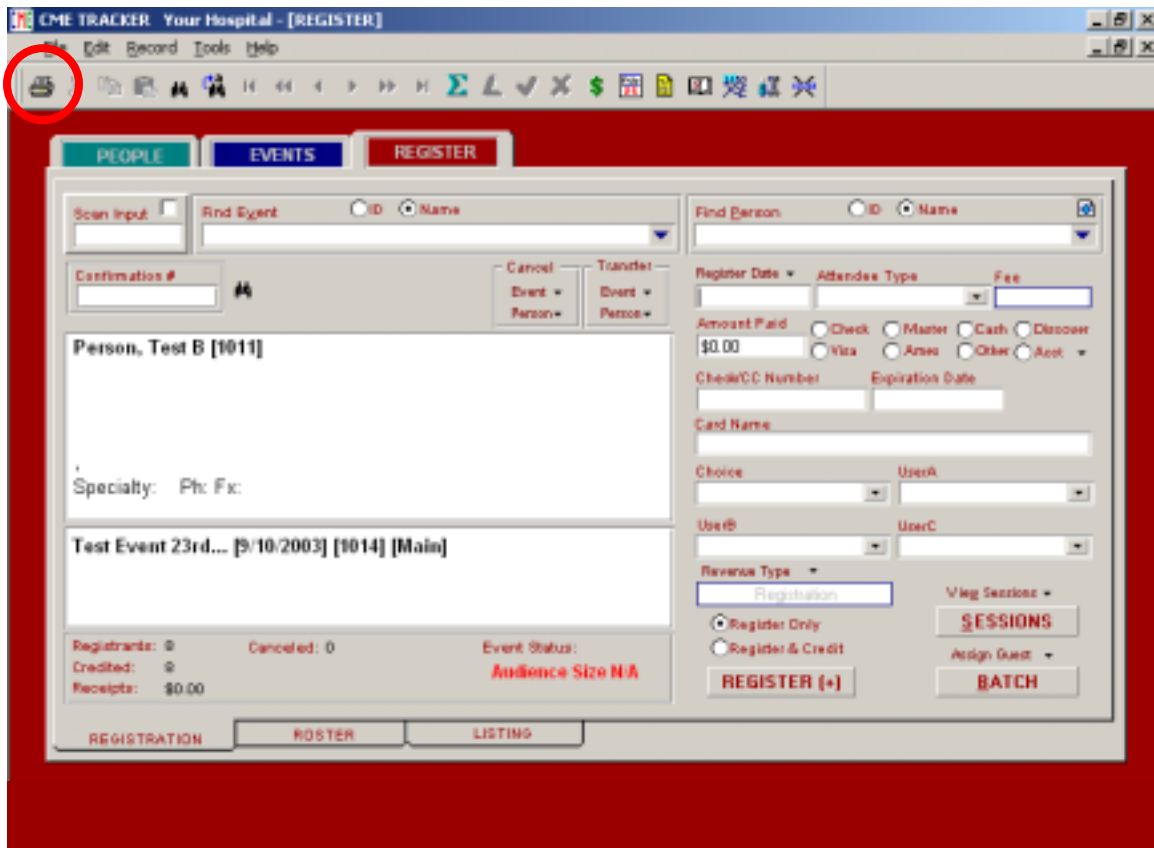


Fig. B

**Step 3:** Click to highlight the Registration Recap Report. Click on the Printer Dropdown list. Click on Win2PDF. Click on the Magnifying Glass icon to view. (Fig. C)

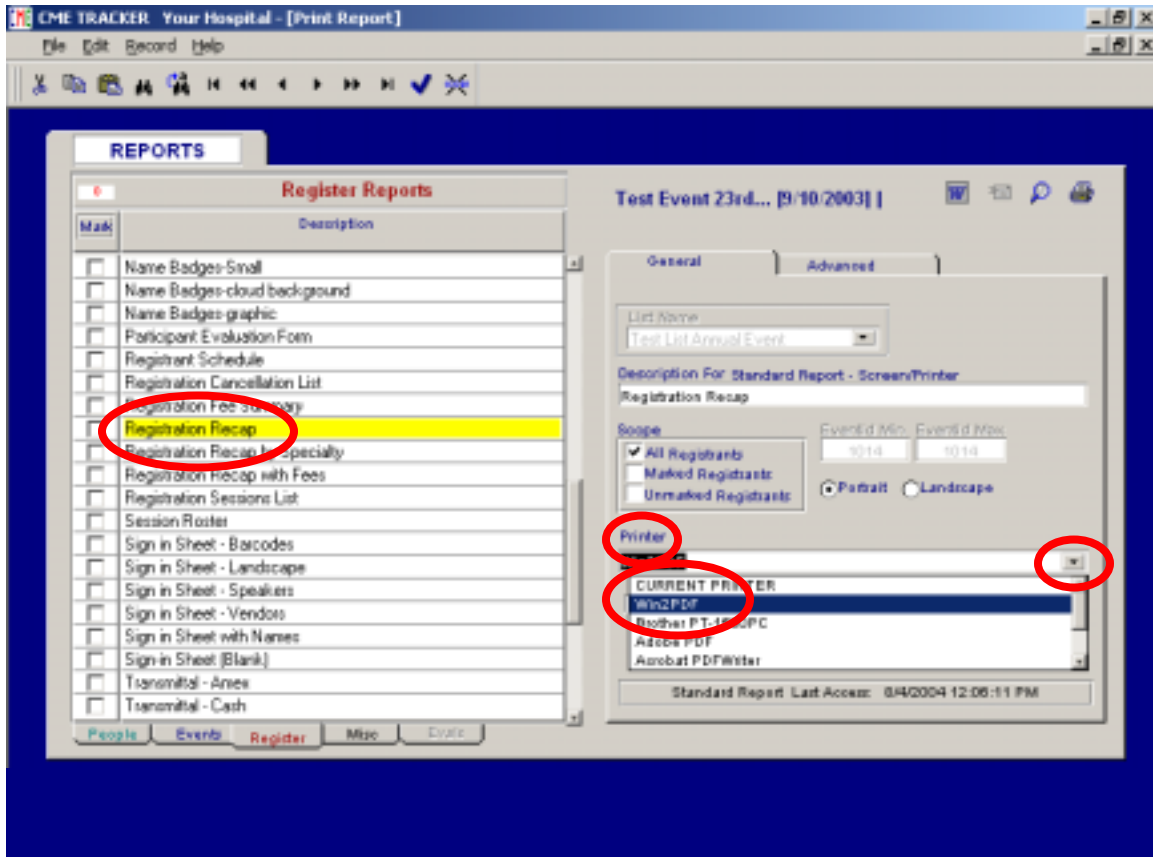


Fig. C

Step 4: Click on File. Click on Print from the dropdown list. (Fig. D)

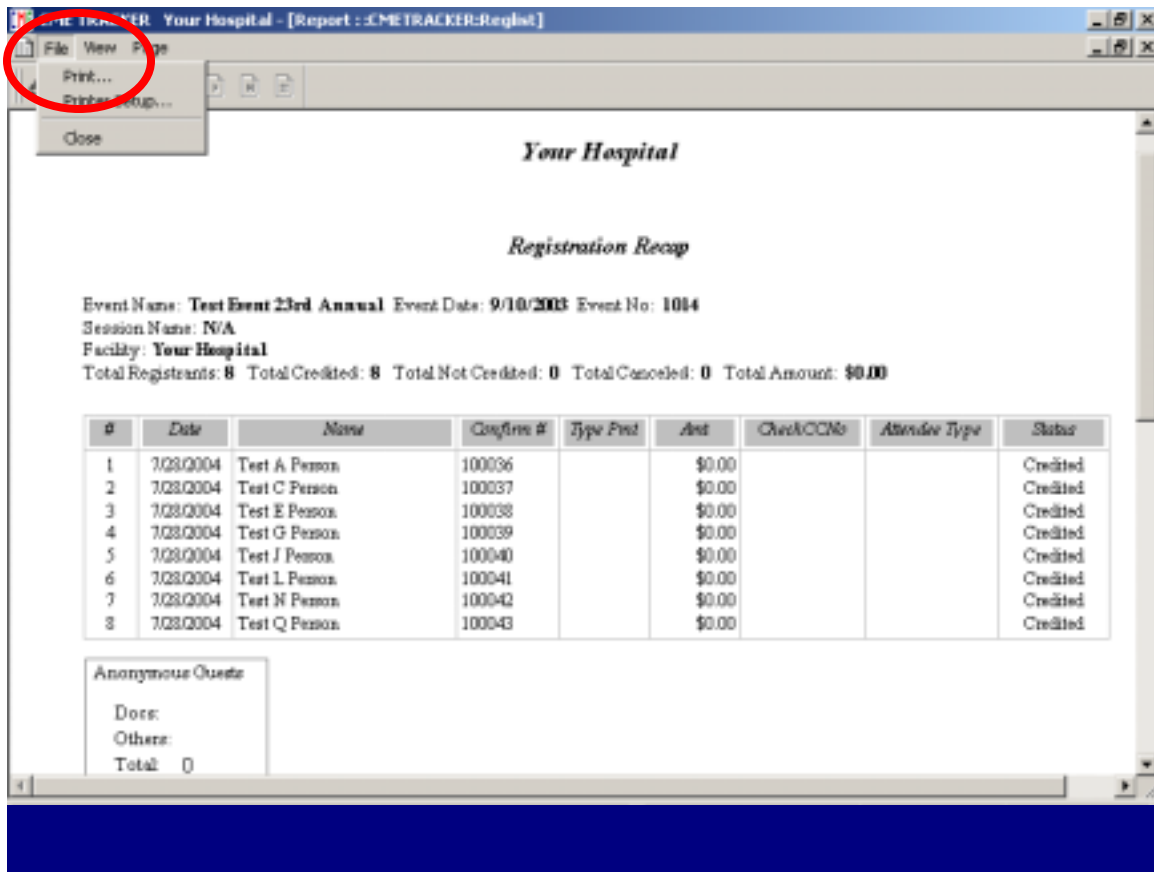


Fig. D

Step 5: The Print to Win2PDF popup appears. Click on Print. (Fig. E)

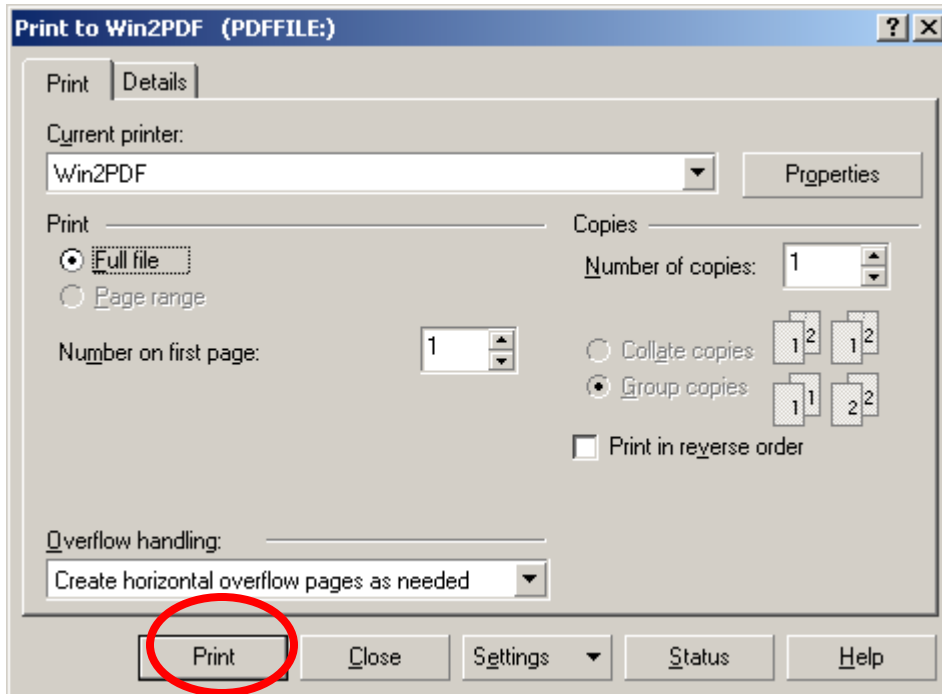


Fig. E

**Step 6:** The Win2pdf file save popup appears. Type in a File name. Click to check the box next to Send PDF. Click on Save. (Fig. F)

**Note:** When you check the E-mail box, it will remain selected.

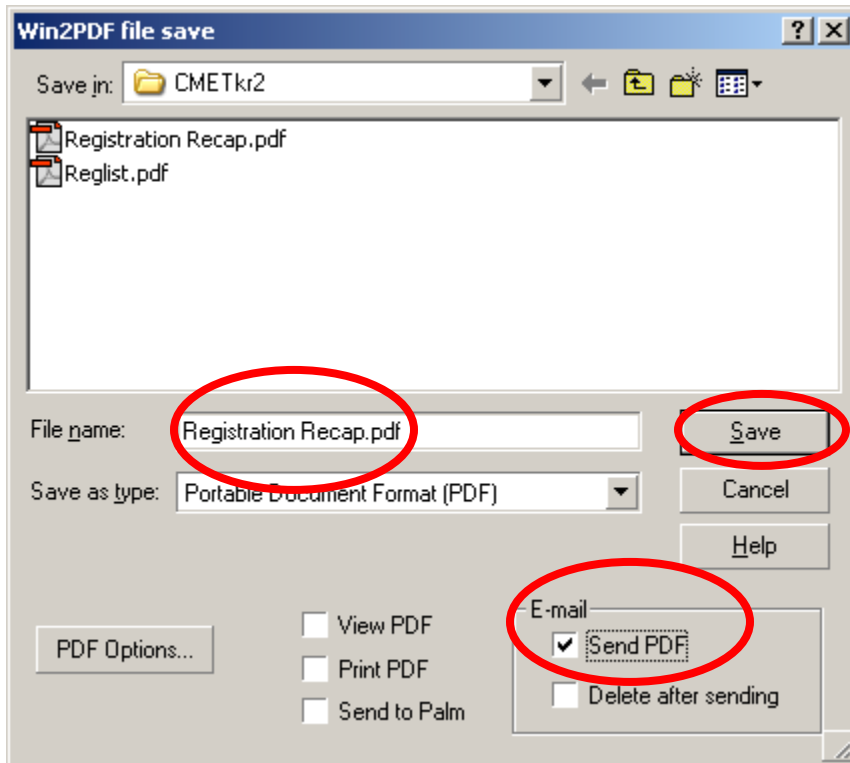
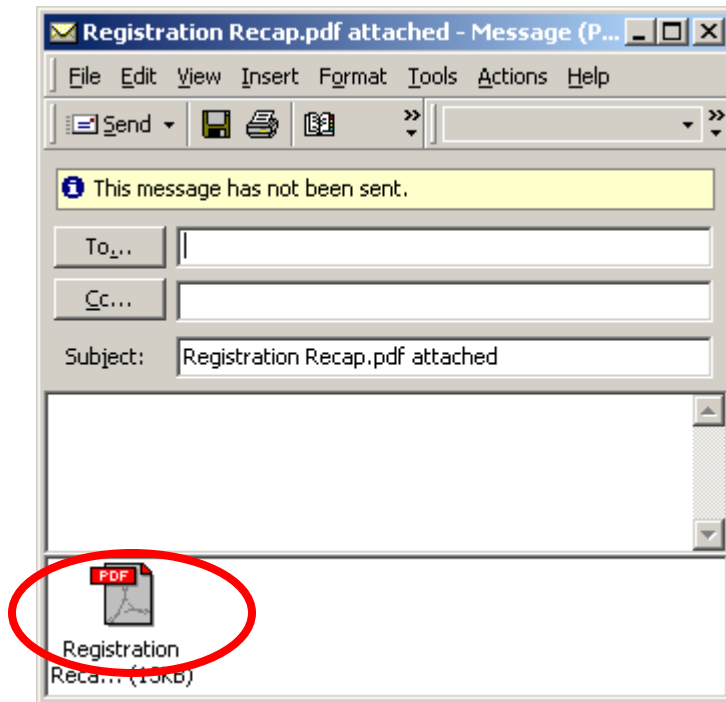


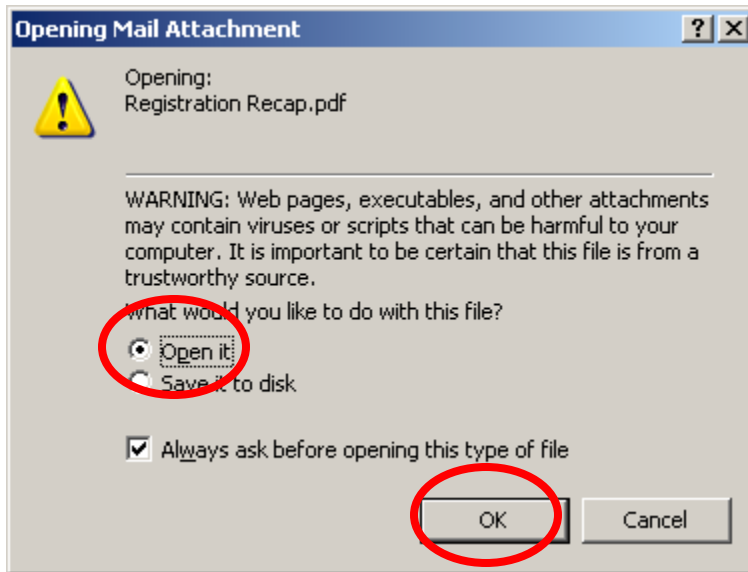
Fig. F

**Step 7:** The Registration Recap.pdf attached popup appears. Double click the PDF attachment to open and view. ([Fig. G](#))



[Fig. G](#)

**Step 8:** The Opening Mail Attachment popup appears. Click to check the circle next to Open it. Click on OK. ([Fig. H](#))



[Fig. H](#)



**Step 9:** You now have a Registration Recap that you can E-mail to a Recipient. Click on the X to Close. (Fig. I)

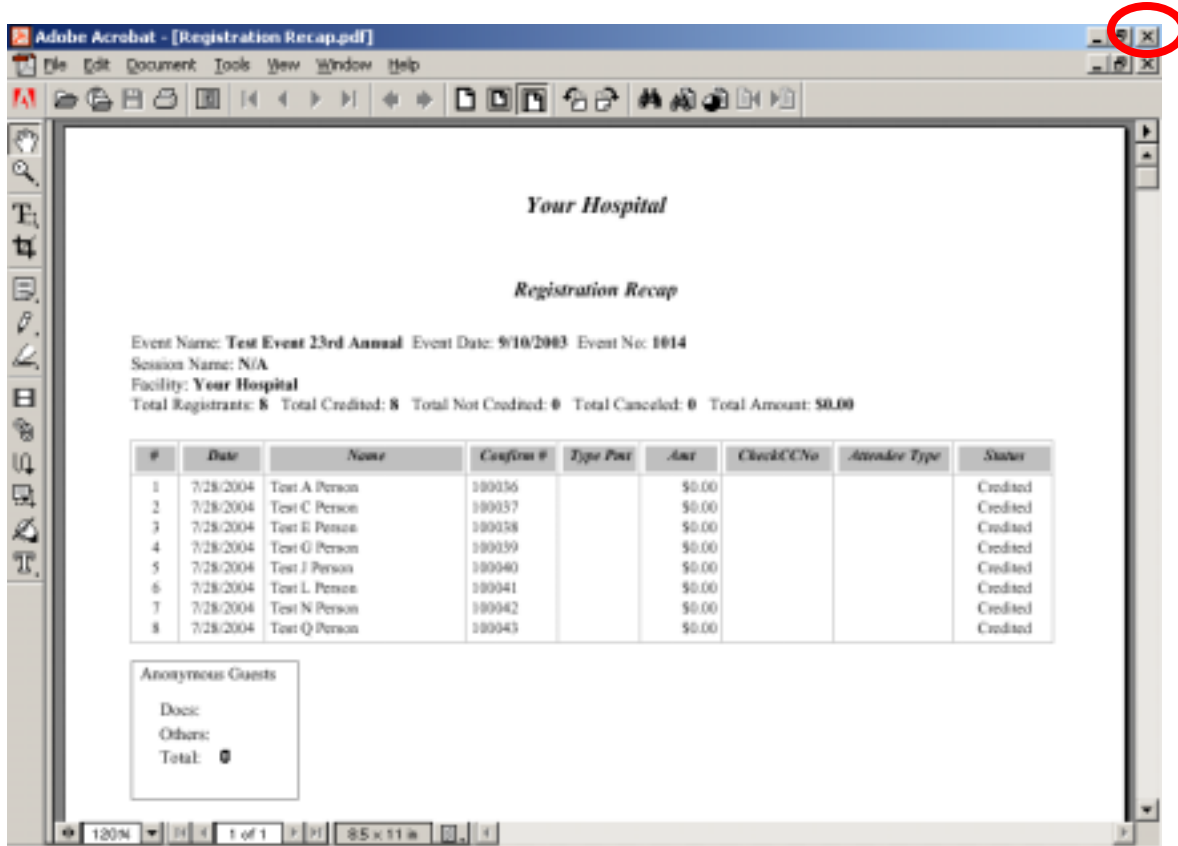
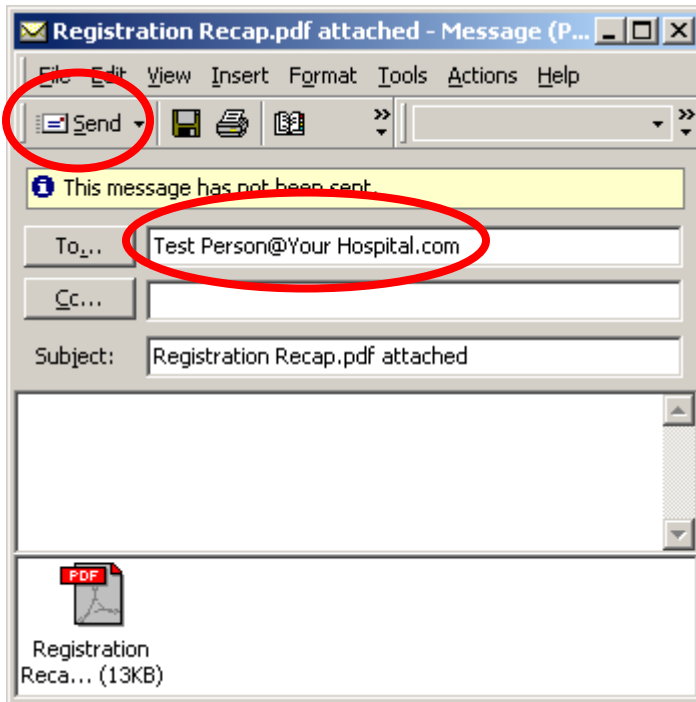


Fig. I

**Step 10:** Enter the E-mail address of the Recipient. Click Send. ([Fig. J](#))

**Result:** You have sent a Registration Recap to an E-mail Recipient.



[Fig. J](#)