# To-Do List

What is the To-Do list?

To-Do lists are a tool for event planners to assign a list of tasks for their participants to complete. To-Do lists are a great asset for on-boarding and training events, or any event in which the event planner wants to ensure that attendees complete and are accountable for action on their end.

What info can be added to my To-Do list?

Each task in a To-Do list can have:

- Title
- Description text
- Due date for completion
- Attachments such as PDFs or JPGs
- Assignable by individual, participant type, or group
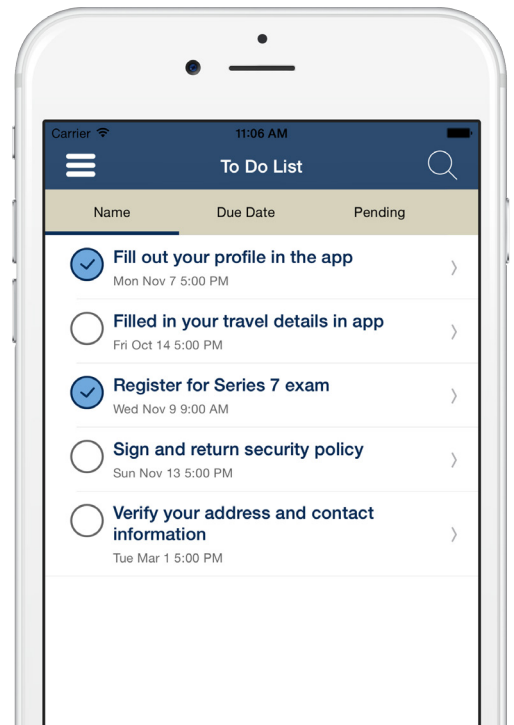
How do event planners monitor attendees progress?

Logging in to the Gather Digital on-line dashboard gives you all the reporting you need to get everyone across the finish line.
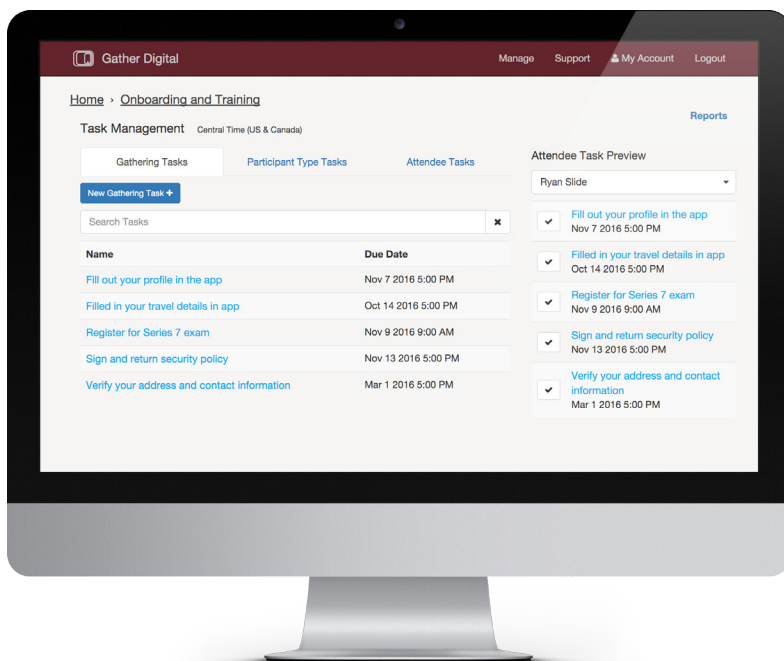
Reports include:

- Groups assigned a task
- Individuals assigned a task
- Individuals with outstanding tasks
- Completed % in each group
- Excel download of data

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