Technology: Managing Registrations and RSVP's

1. Navigate to the **Add a new event** screen.
   1. For an event you've already created, click on the name of the event on the **Your Events** listing to get to the **Edit an event** screen.
2. Create an RSVP option by:
   1. Clicking the **"Add RSVP"** button at the top of the screen near the title of the event; or
   2. Checking the box next to "RSVP" at the bottom of the screen.
3. Complete the available fields in the **RSVP** category toward the bottom of the screen.
   1. RSVP Basics
   2. Limiting RSVPs
   3. Registration Period
   4.

4. **RSVP Basics:**
   1. In the *"Email address for the event organizer"* field, add a contact email address for the event.
      1. By default, this field will be populated with the email address of the user creating the event.
      2. This email address is used to send registration confirmations to users.
   2. If needed, provide additional registration instructions in the "Special instructions" field for registrants.
      1. Content provided in this field will be displayed directly above the RSVP option on

your event page in plain unformatted text.

3. Provide additional text for registration confirmation emails in the "Text for your automated email response" field.

   1. Your text will appear at the start of the confirmation email after a default "thanks for registering" message.

   2. All confirmation emails contain the following information:

      1. Name

      2. Email

      3. Phone

      4. Attendees

      5. Comments for organizer

      6. Waitlist status (yes or no)

      7. Number on the waitlist, if waitlisted

      8. Link to save the event to their personal calendar

4. If you would like to get an email confirmation each time someone registers for your event, check the box labeled "Notify by email when RSVPs are submitted."

5. **Limiting RSVPs:**

   1. If you want/ need to limit the number of registrants to your event, set a number in the "Maximum RSVP attendees" field.

   2. If you would like to limit the number of people each registrant can RSVP on behalf of, set a limit in the "Maximum attendees per RSVP submission." If you want each attendee to register for themselves, then set this number to one.

   3. To enable a waitlist check the box labeled "Enable waitlist" and then set a limit of waitlist registrants.

   4. To limit RSVPs to a particular group of people, check the box labeled "Limit to specific email addresses or domains."

      1. In the box that appears provide either the domain extensions or list of email address you want to limit registrations to.

      2. Each domain or email address should be separated by a comma.

6. **Registration Period:**

   1. To limit event registration to a particular period of time, check the box labeled "Set a time and date for RSVP start and/or cutoff."

   2. If you would like to set an RSVP start time, provide a date and time using the calendar date and time fields.

   3. If you would like to set an RSVP end time, provide a date and time using the calendar date and time fields.

7. Click the blue "**Save changes**" button to confirm your event RSVP options.