

Managing Event Invitations and RSVPs

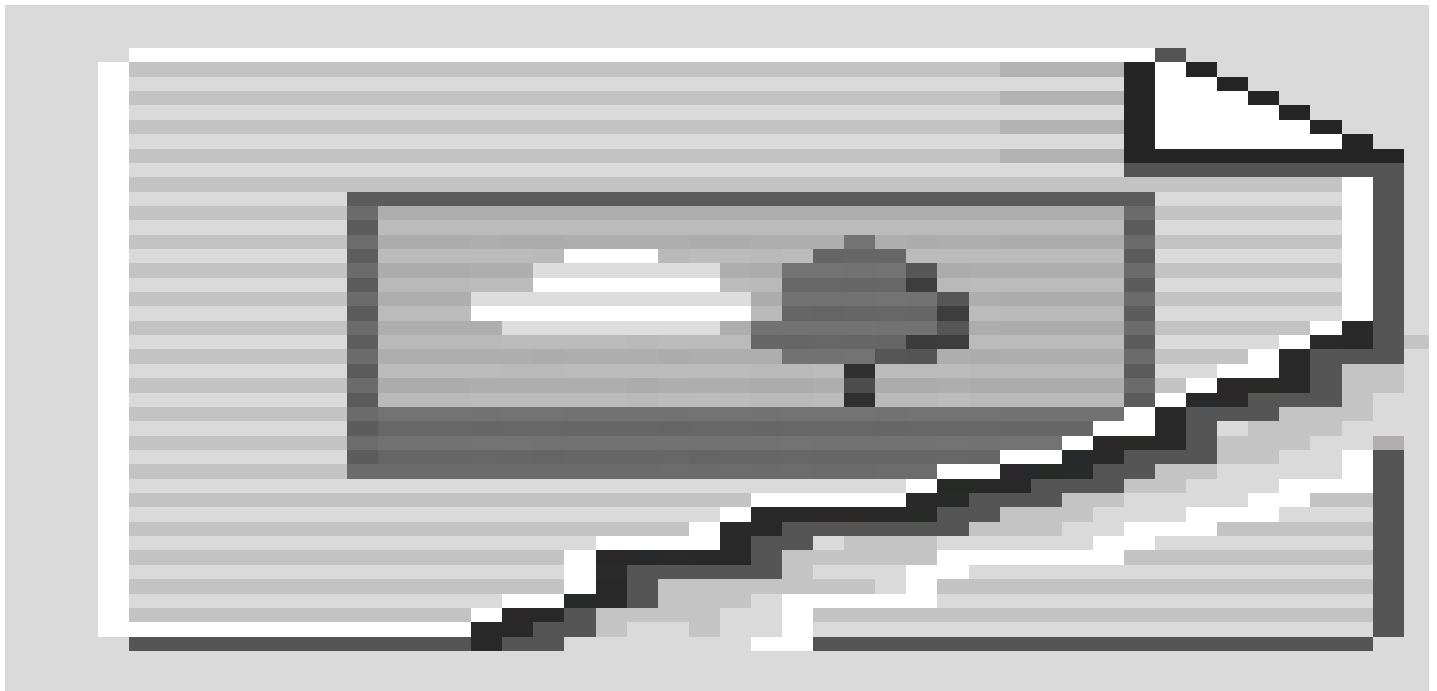
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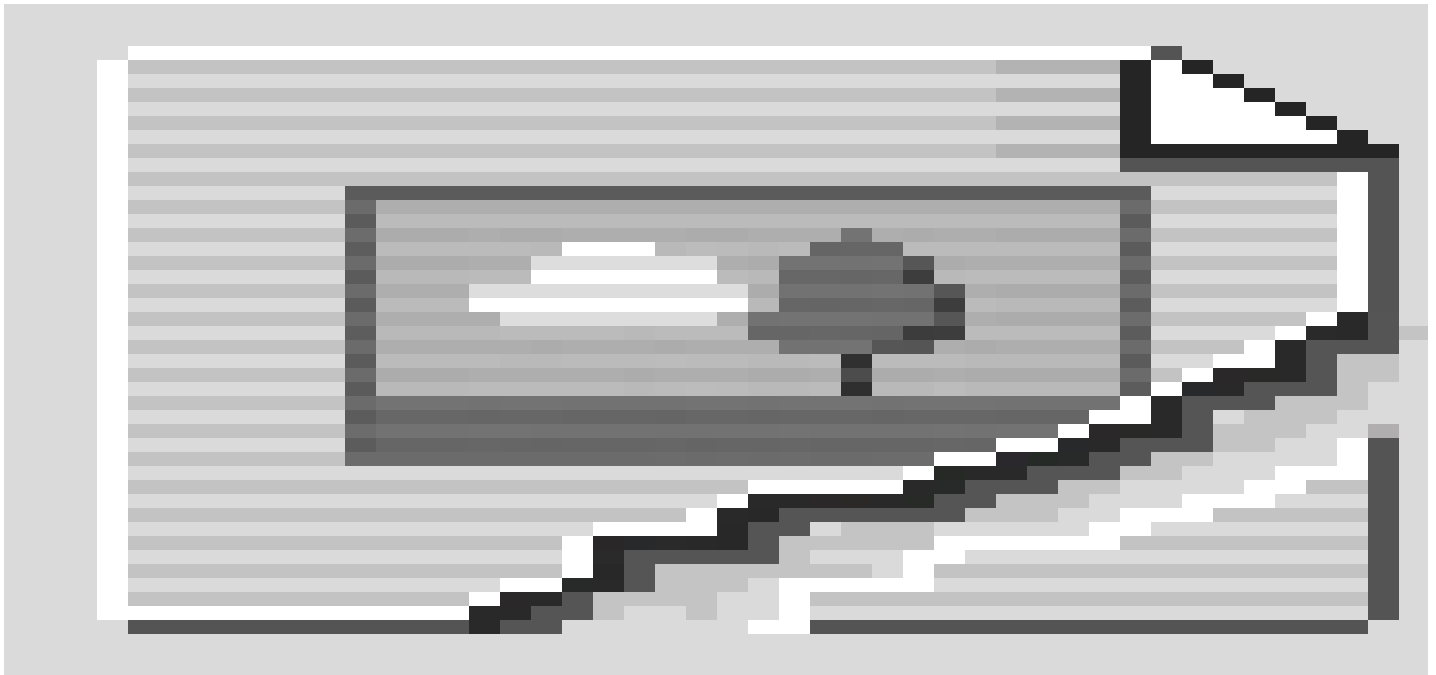
Information

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As an organization officer with full access to events, you have the ability to keep track of who is invited to your event as well as manage the RSVPs for your event. After your event has been createdÂ and approved, navigate to the [manage view](#) and select your organization. Open the *Events* section using the organization tool drawer and selectÂ the event for which you would like to invite people or review RSVP information.Â



Under "Event Attendance," chooseÂ *Invitations & RSVPs*.Â You will be shown a list of all the users who have been invited to the event as well as any user who has independently RSVP'd. Search for a user by name or email address using the search bar to the right, or export all of your invitees and RSVPs in a spreadsheet by clicking *Export* above the search bar. The spreadsheet also includes the guest's responses to all RSVP questions configured within the event submission process.Â

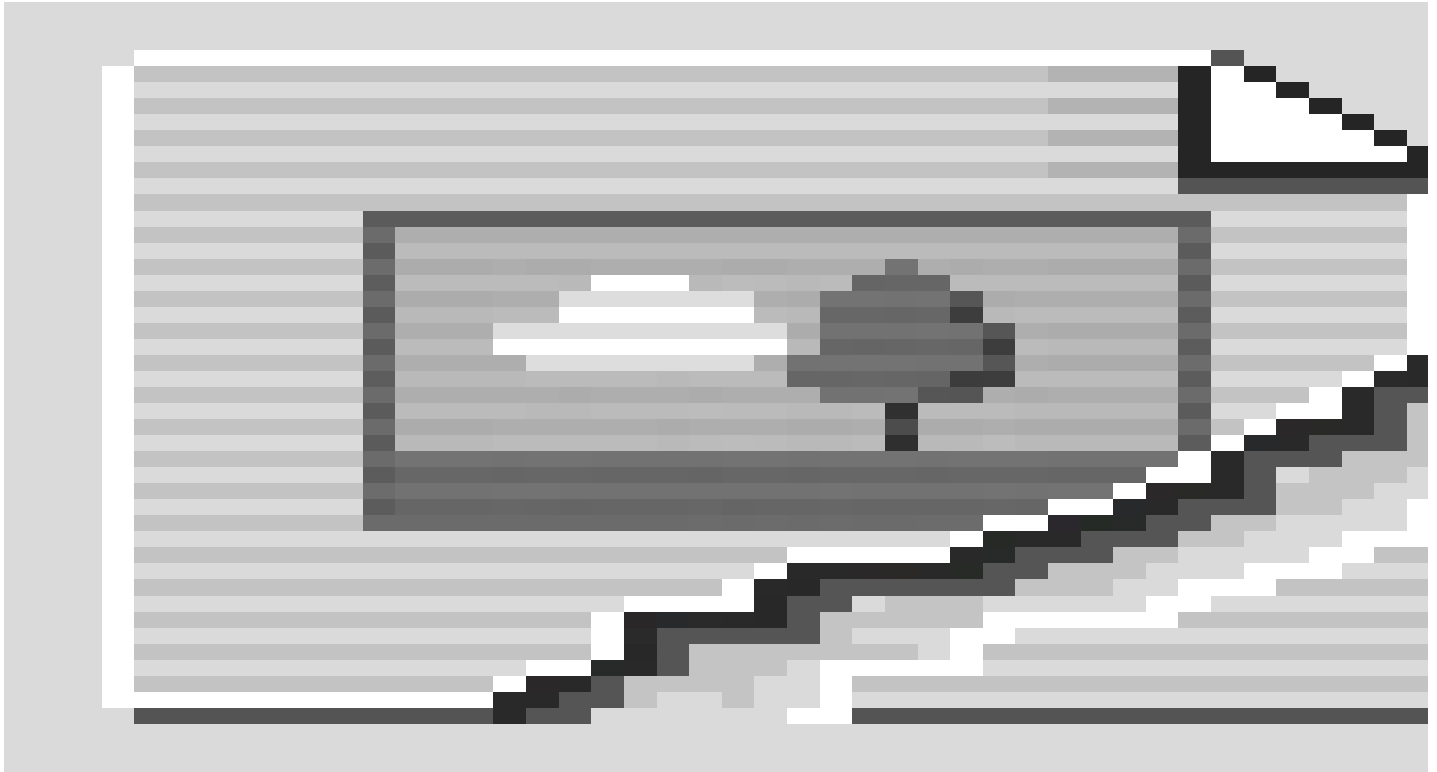


Each invitee or RSVP will show their RSVP response (Yes, No, or Not Responded), the number of guests they said they would bring (if applicable) and a link to their full RSVP including any answered RSVP questions.

To invite people to attend your event, click *+Invite People*. Here, you have two options.

1. You can invite users by selecting them from the list that populates. You can choose to invite members in the organizations you are a part of.
2. You also have the ability to invite users by email. You can enter up to 500 email addresses in the text box provided. Be sure to use the users' campus-assigned email addresses. Click *+Add E-mail Addresses* to invite these users to attend.

You may also send brief messages to all of the "yes" respondents for your event and view a log of past messages. This is in addition to the automated reminder sent out to respondents 24 hours prior to the event. (If there are no "Yes" respondents, this option will be greyed out)



KB Product

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