

# Managing Event Invitations and RSVPs

## Article Number

000089535

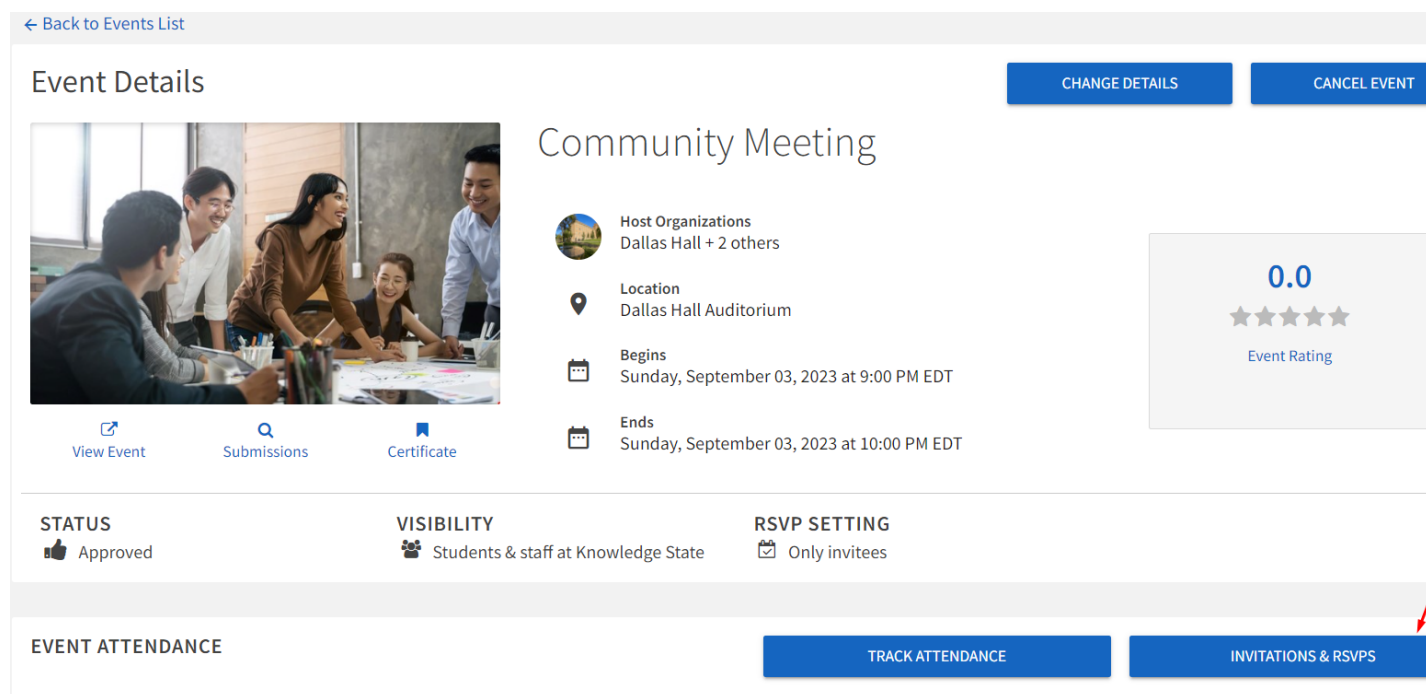
## Information

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 created and approved, navigate to the manage view and select your organization. Open the *Events* section using the organization tool drawer and select the event for which you would like to invite people or review RSVP information.

[← Back to Events List](#)

### Event Details

[CHANGE DETAILS](#) [CANCEL EVENT](#)



The screenshot displays the 'Event Details' page for a 'Community Meeting'. On the left, there is a photo of a group of people in a meeting. Below the photo are three buttons: 'View Event', 'Submissions', and 'Certificate'. To the right of the photo, the event title 'Community Meeting' is shown. Below the title, there are four sections: 'Host Organizations' (Dallas Hall + 2 others), 'Location' (Dallas Hall Auditorium), 'Begins' (Sunday, September 03, 2023 at 9:00 PM EDT), and 'Ends' (Sunday, September 03, 2023 at 10:00 PM EDT). On the far right, there is a rating section showing '0.0' with five stars and the text 'Event Rating'. Below the event details, there are three sections: 'STATUS' (Approved), 'VISIBILITY' (Students & staff at Knowledge State), and 'RSVP SETTING' (Only invitees). At the bottom, there is an 'EVENT ATTENDANCE' section with two buttons: 'TRACK ATTENDANCE' and 'INVITATIONS & RSVPS'. A red arrow points to the 'INVITATIONS & RSVPS' button.

Community Meeting

Host Organizations  
Dallas Hall + 2 others

Location  
Dallas Hall Auditorium

Begins  
Sunday, September 03, 2023 at 9:00 PM EDT

Ends  
Sunday, September 03, 2023 at 10:00 PM EDT

0.0  
Event Rating

View Event Submissions Certificate

STATUS  
Approved

VISIBILITY  
Students & staff at Knowledge State

RSVP SETTING  
Only invitees




EVENT ATTENDANCE

TRACK ATTENDANCE INVITATIONS & RSVPS

Under "Event Attendance," choose *Invitations & RSVPs*. 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.

[← BACK TO EVENT](#)

## Invitations & RSVPs

 Responded Yes 0	 Responded No 0	 No Response 18
---	--	--

🔍 Search Participants

Text entered in the search bar will automatically filter results.


---

Sort By ^

Last Name ▼ ↑

### Participants

Showing 1 - 10 out of 18

[EXPORT](#)  [MANAGE PARTICIPANTS](#) ▼

?	<b>Renie Amendolar</b> renieamendolar@engageu.edu <small>Invitation sent on Fri, Apr 21, 2023 10:45 AM EDT</small>
?	<b>Courtney Bergsbaken</b> courtneybergsbaken@engageu.edu <small>Invitation sent on Fri, Apr 21, 2023 10:45 AM EDT</small>

Invite People

Contact Respondents

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)

## Contact Respondents

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.

### Message History

No Message History

There are no 'y

There are no messages.

No Message History

< PREV

NEX

---

### KB Product

Engage

---

### Last Modified Date

Thu May 15 15:03:42 GMT 2025

---

### Title

Managing Event Invitations and RSVPs

---